

Your Full Name

Your Complete Mailing Address

Telephone: *Provide the best # to reach you!* **Email:** *Ensure it is business appropriate!*

Objective

To obtain a (full/part/temporary-time) position as a (Name of Position) where I can apply my (2 or 3 of your best skills) to (assist, grow, further) your organization.

Highlights of Qualifications

- State your skill that is the most relevant to the job posting
- State your second most relevant skill
- State your third most relevant skill
- State your fourth most relevant skill
- State any skills that set you apart from competitors (e.g. fluency in a 2nd or 3rd language)

Experience and Skills

State Your Most Relevant Skill That Directly Applies To The Job Posting

- More than ?? years of experience in this skill
- A major accomplishment achieved through this skill (e.g. Saved the company \$\$\$)
- Activity or achievement that demonstrates Skill 1 (from any paid or volunteer activity)
- Activity or achievement that demonstrates Skill 1 (from any paid or volunteer activity)

State Your Second Most Relevant Skill That Applies To Job Posting

- An accomplishment achieved through Skill 2 (e.g. increased sales)
- Activity or achievement that demonstrates Skill 2 (from any paid or volunteer activity)
- Activity or achievement that demonstrates Skill 2 (from any paid or volunteer activity)

State Your Third Most Relevant Skill That Applies To The Job Posting

- An accomplishment achieved through Skill 3 (e.g. improved productivity)
- Activity or achievement that demonstrates Skill 3 (from any paid or volunteer activity)
- Activity or achievement that demonstrates Skill 3 (from any paid or volunteer activity)

State Your Fourth Most Relevant Skill That Applies To The Job Posting

- An accomplishment achieved through Skill 4 (e.g. improved productivity)
- Activity or achievement that demonstrates Skill 4 (from any paid or volunteer activity)
- Activity or achievement that demonstrates Skill 4 (from any paid or volunteer activity)

Full Name

Tel:

Email Address:

Employment History

Position Title, Current or Last Employer Name, City, Province*	Time period
Position Title, Current or Last Employer Name, City, Province*	Time period
Position Title, Current or Last Employer Name, City, Province*	Time period
Position Title, Current or Last Employer Name, City, Province*	Time period

Education and Training

Most Recent Program/Certificate, Name of School, City, Province*	Year Completed
Previous Program/Certificate, Name of School, City, Province*	Year Completed
Previous Program/Certificate, Name of School, City, Province*	Year Completed

Community Service or Volunteer Activity

Role/Title, Organization, City, Province*	Time period
Role/Title, Organization, City, Province*	Time period
Role/Title, Organization, City, Province*	Time period

References Available Upon Request

* Or enter your Town, Region, State, or Country as applicable.