[Street Address]

[City, ST ZIP Code]

[Telephone]

[Website]

[Email]

TYPE your name here

|  |  |  |
| --- | --- | --- |
| Objective |  | Use this space to specifically reference your employment goal. (For example – “To obtain a part-time position at Tim Horton’s in Manuels.) Remember, each resume should be tailored to a different job. |
| wORK Experience |  | JOB Title, Company name, location**Dates worked [From-To]**This is the place for a brief summary of your key responsibilities, accomplishments, and tasks while in this position. Describe how your responsibilities specifically helped the organization. Be sure to highlight the skills you learned that could transfer to the new position you’re interested in. JOB Title, Company name, location**Dates worked [From-To]**This is the place for a brief summary of your key responsibilities, accomplishments, and tasks while in this position. Describe how your responsibilities specifically helped the organization. Be sure to highlight the skills you learned that could transfer to the new position you’re interested in.  |
| VOLUNTEER EXPERIENCE |  | Volunteer title, name of organization, city/town, province**Dates worked [From-To]**Use this space to explain in a concise sentence what your responsibilities were.Volunteer title, name of organization, city/town, province**Dates worked [From-To]**Use this space to explain in a concise sentence what your responsibilities were. |
| Education |  | School Name, Location, Highest level earnedYou might want to include your average here and a very brief summary of relevant awards, honours and achievements that could help you get the job. |
| Accomplishments and awards |  | Here you can include things like sports acheivements, academic awards or other certificates. They should be pertinent to the job you are seeking! |
| Leadership |  | Take this opportunity to list any leadership positions that you have held. This can include student groups, sports groups, church groups, etc.  |
| References |  | Indicate that references are available upon request.  |