[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. |
| Skills |  | **Skill #1** – Use this space to highlight key accomplishments or further define your skill to provide the employer with a deeper sense of your skills and abilities.  **Skill #2** – When describing your skills, do not just list them-showcase how you used those skills and describe the results.  **Skill #3** – Make sure you select skill based on the requirements of the job you are looking for. |
| 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. 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 |  | Highest level of eduction atatined, School Name, Location, Date You 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. |
| References |  | Indicate that references are available upon request. |