**YOUR NAME**  (807) 111-2222

Address, City, Province, Postal Code your\_email@wherever.com

**SKILLS PROFILE**

* Tailor the highlights to fit your own style and needs
* Think of highlights that are specific to your qualifications and job objectives (i.e. Customer service, education, labour/construction, etc.)
* Avoid repeating words numerous times, i.e. "Able to"
* About 5 or 6 bullets points are good

**EDUCATION**

**Degree, Diploma Certificate, Training Received**  Sept 2014 – Jan 2016

University/College/High School Thunder Bay, ON

**EMPLOYMENT HISTORY**1

**Position Title** Feb 2017 – Mar 2021

Company Name Thunder Bay, ON

* Summarize your list of duties performed, keeping it between 4- 6 bullet points
* Be specific about what you did in your position, make sure it sounds like you!
* Watch out for spelling/grammar errors (i.e. Customer Service, Night Stalker), spell check will not pick up correct spelling words
* Do not use the word "I" within your resume
* Remember this is the tool you are using to sell yourself, try not to be modest

**Position Title** Feb 2014 – Jan 2017

Company Name Thunder Bay, ON

* Enter job duties

**Position Title** Dec 2011 – Dec 2013

Company Name Thunder Bay, ON

* Enter job duties

**INTERNSHIPS/CO-OPS/WORK PLACEMENTS**

**Position (ex. Summer Intern)**

Company Name [2018-2019]

* Internships are excellent to include on your resume when you have limited experience in the field of work you are applying for
* Enter tasks, assignments, job duties etc.

**YOUR NAME** (807) 111-2222

your\_email@wherever.com

**VOLUNTEER EXPERIENCE**

**Position Title** Dec 2011 – Dec 2013

Company Name Thunder Bay, ON

* Be sure to include a statement (or two) about the tasks/duties that you did while volunteering
* Do not assume the employer will know what you did there

**HOBBIES & INTERESTS**

* Hobbies and interests can communicate to an employer transferrable skills
* Reading, hiking, playing sports, gardening

**AVAILABILITY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
|  |  |  |  |  |  |  |

**REFERENCES**

Available on request