

# RESUME TEMPLATE

Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Number and Street)

\_\_\_\_\_

(City, Province, Postal Code)

P.O. Box #: \_\_\_\_\_

Telephone: \_\_\_\_\_

(Area Code & Number)

Email Address: \_\_\_\_\_

## HIGHLIGHTS OF QUALIFICATIONS

**\* Number of years experience in this line of work, Training or education in this line of work,  
Your key skills, talents, special knowledge \***

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**Three attributes that describe your personal work style or attitude**

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## CERTIFICATES

Name & Year: \_\_\_\_\_

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## EDUCATION

Grade Completed: \_\_\_\_\_ Year Completed: \_\_\_\_\_

Where: \_\_\_\_\_ Name of School: \_\_\_\_\_

Year: \_\_\_\_\_ Course: \_\_\_\_\_

College/University: \_\_\_\_\_

## EMPLOYMENT HISTORY

_____ (Job Title)	_____ (Company)
_____ (Year-Year)	_____ (Where)

**DUTIES:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____ (Job Title)	_____ (Company)
_____ (Year-Year)	_____ (Where)

**DUTIES:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Job Title)  
\_\_\_\_\_  
(Year-Year)

\_\_\_\_\_  
(Company)  
\_\_\_\_\_  
(Where)

**DUTIES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Job Title)  
\_\_\_\_\_  
(Year-Year)

\_\_\_\_\_  
(Company)  
\_\_\_\_\_  
(Where)

**DUTIES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES AVAILABLE UPON REQUEST**