

**Your Name**  
Your Address  
Your Phone Number  
Your Email Address

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### **Objective**

To obtain a full time/part time position as a

### **Skills and Highlights**

- # years experience
- availability
- personal abilities
- skills you have which match the job description

### **Certificates and Tickets**

Name of Certificate/Ticket	Name of Educational Institute	Date Completed
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### **Work History**

<b>Job Title</b>	Start Month/Year – Finish Month/Year
Company Name	City and Province
<ul style="list-style-type: none"><li>• Job duty</li><li>• Job duty</li><li>• Job duty</li><li>• Etc</li></ul>	

<b>Job Title</b>	Start Month/Year – Finish Month/Year
Company Name	City and Province
<ul style="list-style-type: none"><li>• Job duty</li><li>• Job duty</li><li>• Job duty</li><li>• Etc</li></ul>	

<b>Job Title</b>	Start Month/Year – Finish Month/Year
Company Name	City and Province
<ul style="list-style-type: none"><li>• Job duty</li><li>• Job duty</li><li>• Job duty</li><li>• Etc</li></ul>	

### **Education**

<b>Name of Degree/Diploma</b>	Date Completed
Name of Educational Institute	City and Province

<b>Name of Degree/Diploma</b>	Date Completed
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Name of Educational Institute

City and Province

**Name of Degree/Diploma**

Name of Educational Institute

Date Completed

City and Province

**Volunteer Experience**

**Job Title**

Start Month/Year – Finish Month/Year

Company/Organization Name

City and Province

- Job duty
- Job duty
- Job duty
- Etc

**References**

Available Upon Request

Or

Name

Title, Company

Phone number

Name

Title, Company

Phone number

Name

Title, Company

Phone number