

**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

- Job duty
- Job duty
- Job duty
- Etc

<b>Job Title</b>	Start Month/Year – Finish Month/Year
Company Name	City and Province

- Job duty
- Job duty
- Job duty
- Etc

<b>Job Title</b>	Start Month/Year – Finish Month/Year
Company Name	City and Province

- Job duty
- Job duty
- Job duty
- Etc

**Education:**

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

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

**Name of Degree/Diploma**  
Name of Educational Institute

Date Completed  
City and Province

**Volunteer Experience:**

**Job Title**  
Company/Organization Name

Start Month/Year – Finish Month/Year  
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