

# Name Name

Address | Town, ON | Cell: 705-555-1234 | email@email.com

## Highlights of Skills (Summary of Qualifications/Summary of Skills)

- Top three to five job specific skills that you want the interviewer to know about you
- Include (if applicable) number of years' experience in this line of work, related education, key strengths, technical and transferable skills, specialized knowledge, memberships (all relevant to the position)
- Ex: 5 years' experience in providing superior customer service
- Ex: Dynamic group presentation skills; relationship-focused; easily establish rapport with customers
- Ex: Business Administration Diploma
- Ex: Fluently bilingual – English & French

## Education (Training/Certifications)

**Name of Program, Fleming College, Town, ON, Dates Attended**

- List skills learned in the program that will be relevant to the new employer
- Be sure to highlight experience gained in field schools, placements, applied projects etc. These could also be written up as separate job descriptions.

## Work Experience

**Job Title, Company/Organization, Place, Dates Worked**

- List relevant skills you used on the job, make sure they relate as closely as possible to the new opportunity
- Include accomplishments when applicable and remember to consider both technical/knowledge based skills as well as interpersonal skills
- Use descriptive action verbs with concrete examples

## Volunteer Experience

**Job Title, Company/Organization, Place, Dates Worked**

- List relevant skills you used on the job, make sure they relate as closely as possible to the new opportunity
- Include accomplishments when applicable and remember to consider both technical/knowledge based skills as well as interpersonal skills
- Use descriptive action verbs with concrete examples

**Job Title, Company/Organization, Place, Dates Worked**

- List relevant skills you used on the job, make sure they relate as closely as possible to the new opportunity
- Include accomplishments when applicable and remember to consider both technical/knowledge based skills as well as interpersonal skills
- Use descriptive action verbs with concrete examples

## References Available Upon Request