

First name and Last name Email Address Telephone#

OBJECTIVE: (Target job title, or a unique personalized statement that summarizes what you are looking for and how you can add value to an organization)

HIGHLIGHTS OF QUALIFICATIONS (7-8 bullet points)

- Years of Experience
- Education\ Training
- Technical Skills (hard skills): typing, writing, computer programing, reading, machine operation •
- Soft Skills: Enthusiastic, problem solving, excellent interpersonal and organizational skills etc., •
- Computer Skills
- Languages

WORK EXPERIENCE

Position

From(year/month/day) - To(year/month/day)

Employer, City, Province (BC, AB, etc.)

(Major duties of the Position)

- Managed
- Planned
- Coordinated

Position

From(year/month/day) - To(year/month/day)

Employer, City, Province (BC, AB, etc.)

(Major duties of the Position)

- Responsible for
- Created
- Designed
- Initiated

Position

From(year/month/day) - To(year/month/day)

Employer, City, Province (BC, AB, etc.)

(Major duties of the Position)

- Managed
- Planned
- Coordinated

VOLUNTEER

Name of the volunteer association, City and Province

From(year/month/day) - To(year/month/day)

(Major duties of the volunteering position)

EDUCATION

Course or Training (Bachelor, master, certificates, Diploma, etc.)

From(year/month/day) - To(year/month/day)

name of school, City, Province