**Your Name**Home Address  
City, Province Postal Code  
555-555-5555  
your.name@email.ca

## Education and training

**College or University – Major** Year–year  
City, Province or Territory

**High school** Year–year  
City, Province or Territory

## Experience

**Job title** Year–year  
Company name, City, Province or Territory

* Describe tasks you would perform in this role and your overall accomplishments
* Be sure to highlight the skills you learned that could transfer to the new position you’re interested in

**Job title** Year–year  
Company name, City, Province or Territory

* Highlight any significant responsibilities you may have held in your previous position
* Describe how your responsibilities specifically helped the organization

**Job title** Year–year  
Company name, City, Province or Territory

* Experience is the most important thing to communicate in this résumé
* Be sure to provide a variety of tasks, skills, and responsibilities when discussing each of your previous jobs

## Volunteer experience

* Use these bullets to list a few places where you have volunteered
* Be sure to describe how you developed specific transferrable skills

## Accomplishments

* Sports achievements
* Academic awards from school
* Other certificates or awards