**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

## Skills

**Summary**

* Use this space to give your prospective employer a brief summary of key skills and professional characteristics
* Add some notable value-added skills, such as a second language, licences, or certifications

**Skill #1**

* Be sure to discuss a transferrable skill that is useful in any job, like “leadership” or “teamwork”
* Pick specific examples where your skills helped you work effectively

**Skill #2**

* Showing your transferrable skills through accomplishments is important
* Describe particular successes you’ve had in the workplace and how your skills have helped you achieve those successes

**Skill #3**

* Consider including a skill that is job-specific, such as “Kitchen skills” or “Administrative skills”
* Describe how these specific skills have helped you in the past, and how they will help you in your new position

## Experience

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

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

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

## Volunteer experience

* Volunteer organization Year–year
* Volunteer organization Year–year
* Volunteer organization Year–year

## Accomplishments

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