**full name**

|  |
| --- |
| Full mailing address |
| Phone: number • cell: number • E-mail: appropriate address |
| **Objective** |
|  | Type objective here… might want to have 2-3 well-constructed sentences. What do you hope to gain from this job(other than money)? How are you planning on using this experience in the future? See other resume examples for some helpful insights. |
| **Skills/Strengths** |
|  | SkillDetails of the skill Skill Details of the skillSkillDetails of the skill Skill Details of the skill |
| **Education** |
|  | 20\_\_\_ - Present **\_\_\_\_\_\_\_\_\_\_\_\_\_ Secondary School** City, ProvinceCounselor Phone numberElectives? Special courses (“Advanced”, “Enriched”, “Career Prep”…)?, Tutoring?Awards? Grade Point Average (GPA)?Volunteer Work? Leadership Roles? Other highlights?20\_\_\_ – 20\_\_\_ **\_\_\_\_\_\_\_\_\_\_\_\_\_Middle School** City, ProvinceMajor highlights… this is more a general reflection of the 3 years at middle school |
| **Work/Volunteer experience** |
|  | 20\_\_\_ - 20\_\_\_ **Company/Institution Name** City, ProvinceJob Title Contact name Contact info: phone or emaildetails of position… really emphasize all the skills, duties and responsibilities you had/havemore duties…20\_\_\_ - 20\_\_\_ **Company/Institution Name** City, ProvinceJob Title Contact name Contact info: phone or emaildetails of position… really emphasize all the skills, duties and responsibilities you had/havemore duties… |
| **AWARDS, CERTIFICATES & OTHER RECOGNITION** |
|  | Click here and enter information. Don’t repeat information listed under education or skills |
| **Languages** |
|  | Only mention if you have more than English… also mention if you can speak, write and or read the language. Words like “fluent” or “basic understanding” also help in describing your proficiency of the language. |
| **Extracurricular activities, hobbies & interests** |
|  | Enter information… good to have a couple that are “group” based and some that are “individual” based. List information that you think would be helpful in a job… transferable skills can be from outside interests to jobs too you know! Include how long you’ve been involved in clubs/groups |
| **References** |
|  | Full name Position Contact Information: phone Full name Position Contact Information: phoneFull name Position Contact Information: phone |