

**Firstname Lastname**

Your name should be nice and big because it should be the first thing that stands out

House/Apt. # and Street Address  
City, Ontario Postal Code  
Phone Number  
Email address

## Objective

This is where you write a sentence explaining what type of job you are looking for. Include what industry you want to work in, what you want out of the job, what you want to be able to do, etc. The objective can start with "To obtain ..."

## Education

### High School Name, City, Province

year started - end

Successfully completed grade ?/Currently completing grade ?

Any other awards/credentials here like SHSM program, Co-op, Honours, etc.

Only add another school if relevant, i.e., if you've been to more than one high school to complete your courses.

### Other High School Name, City, Province

year started - end

Any other information here about what you achieved

Note that this is volunteer and work experience so if you don't have much job experience, you can include volunteer work as well.

## Work and Volunteer Experience

### Title of most recent job

Capitalize job titles

Company Name - City, Province

- First explanation of duties/responsibilities/experience
- Second explanation of duties/responsibilities/experience
- Third explanation of duties/responsibilities/experience

month/year started - end

These should be point-form sentences but should still use proper spelling and grammar. Focus on three different areas of responsibilities on each job.

### Title of next most recent job

Company Name - City, Province

- First explanation of duties/responsibilities/experience
- Second explanation of duties/responsibilities/experience
- Third explanation of duties/responsibilities/experience

month/year started - end

### Title of third most recent job

Company Name - City, Province

- First explanation of duties/responsibilities/experience
- Second explanation of duties/responsibilities/experience
- Third explanation of duties/responsibilities/experience

month/year started - end

Try to come up with three jobs/volunteer experiences, but if that isn't possible, then remove this last job.

## Extra-Curricular Activities

This section should show the potential employer that you have other interests, and that you get involved.

- Sports teams and school clubs
- Hobbies
- Activities and experiences outside of school

Try to keep your resumé to one page (until you are well into your career) and make sure that the fonts are all the same throughout. References will be on a separate page in case an employer asks (second page of this document).

## References Available Upon Request

### References

#### First and Last Name of Reference

Job Title or Relationship to you

Address and phone number/email or just phone number/email

#### First and Last Name of Reference

Job Title or Relationship to you

Address and phone number/email or just phone number/email

You should have a list of three good references on hand, in case an employer asks for them. If you haven't had much work experience, think of teachers, coaches, family friends, etc., who could vouch for you. Always ask for their permission first, before you use them as a reference

#### First and Last Name of Reference

Job Title or Relationship to you

Address and phone number/email or just phone number/email