

# Resumé Template

## Firstname Lastname

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 complete grade ?/Currently completing grade ?

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

**Other High School Name, City, Province**

year started - end

Any other information here about what you achieved

## Work and Volunteer Experience

**Title of most recent job**

month/yr started - end

Company Name - City, Province

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

**Title of next most recent job**

month/yr started - end

Company Name - City, Province

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

**Title of third most recent job**

month/yr started - end

Company Name - City, Province

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

### **Extra-Curricular Activities**

- Sports teams and school clubs
- Hobbies
- Out of school activities and experiences

### ***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

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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