|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Applicants Name** | | | |
| **Highlight your name, address, and contact information, ensure that it is correct and the most up to date.** | | | |
| **Mailing Address** | | | |
| **Phone Number / Email Address** | | | |
|  | | | |
| **Summary of Skills and Qualifications** | | | |
| Highlight the most important and transferrable skills from your resume to the top summary for employers quick view. | | | |
| * 2 – 3 sentences or bullet points to highlight education, training and qualifications that make you a successful candidate. Be specific to the opportunity you are applying for. | | | |
| **Work Experience** | | | |
| Outline employment experience, most recent first, and list in reverse chronological order. | | | |
| **Job Title – Organization** | | | **Dates of Employment - duration** |
| * Main duties and responsibilities held within the role * Provide an overview, encompass majority of duties, but be brief | | | |
| **Job Title – Organization** | **Dates of Employment - duration** | | |
|  | | | |
| * Provide an overview, encompass majority of duties, but be brief | | | |
| **Education** | | | |
| List education completed (reverse chronological order). Emphasize accomplishments, extra-curricular(s), groups/clubs, etc. | | | |
| Course Title – School | | Diploma/Degree – Month/Year Graduated | |
| Course Title – School | | Diploma/Degree – Month/Year Graduated | |
| Course Title – School | | Diploma/Degree – Month/Year Graduated | |
| **Training, Professional Development and Health & Safety Completed** | | | |
| List education, training, and professional development you have completed (reverse chronological order). | | | |
| Course Title – Organization/Education Institute/Company | | | Month/Year Completed |
| Course Title – Organization/Education Institute/Company | | | Month/Year Completed |
| Course Title – Organization/Education Institute/Company | | | Month/Year Completed |
| **Honours, Awards and Achievements** | | | |
| Highlight any honours, awards, and achievements obtained throughout your work, education and personal life. | | | |
| Title – Achieved through Organization | | | Month/Year Completed |
| Title – Achieved through Organization | | | Month/Year Completed |
| Title – Achieved through Organization | | | Month/Year Completed |
| **Community / Volunteer Experience** | | | |
| Highlight any volunteerism or charitable work completed outside of regular employment. | | | |
| Volunteer Title - Name of Organization | | | Month/Year Volunteered |
| * Nature of involvement or volunteer time completed | | | |
| **References** | | | |
| It is recommended that applicants provide 2-3 references, work, personal, learning and development, etc. | | | |
| Name of Reference – type of reference  Job Title – Organization of Employment  Phone Number / Email Address |  | | |
| Name of Reference – type of reference  Job Title – Organization of Employment  Phone Number / Email Address |
| Name of Reference – type of reference  Job Title – Organization of Employment  Phone Number / Email Address |