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| **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  |   |
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