

Your first and last name (in 18 font size)

Your street address (in 12 font size)

Your city, province (abbreviated), postal code

Your phone number

Your email address

Objective: (What job at a company are you hoping to be hired for?)

Skills

- (List the skills that you possess that are most relevant to the job you are seeking.)
- _____
- _____
- _____

Education

Chemainus Secondary School Chemainus, B.C.

Expected Graduation

(Month Year)

Relevant Courses: _____

(List 3 to 4)

Achievements: _____

(Optional)

Volunteer Work: _____

(Optional)

Extracurricular Activities: _____

(Optional)

Experience

(Job Title) (Month Year started – Month Year ended or Present)

(Company you worked/volunteered, city, province [abbreviated])

- (Explain what you did. Start every bullet point with a past tense action verb.)
- (Personal pronouns such as "I", "my", "we", and "our" should not be used.)
- _____
- _____

Interests

_____ (List 3 to 4)