RESUME OUTLINE

Given Name:	Init.:	Surname:
Street Address:	City:	Postal Code:
Phone:	Cell:	Email:

EDUCATION / CERTIFICATES / TRAINING

(Include Special Education i.e **Valid CPR, First Aid, WHMIS, SPC**)

Remember to start with the most recent and go backwards.

Diploma/Certificate	School Name	City, Province	Years Attended

EXPERIENCE – (EMPLOYMENT or VOLUNTEER)

Remember to start with the most recent and go backwards.

Job Title	Employer Name	City, Province	Years Employed

SKILLS / KEYWORDS

Please list all skills and/or duties performed through your **volunteer or employment experience.**