**JOHN SMITH**

Street Address, City, Province/State  
Phone Number  
Email Address

**OBJECTIVE**

In two-three sentences, briefly describe yourself (use qualifiers such as ‘hardworking, quick learner, organized’) and what type of employment you are seeking. Tailor each objective to the position and company to which you are applying.

**WORK HISTORY**

*Job Title* Start Month/Year- End Month/Year  
City, Province/State

* List 2-3 responsibilities for each previous employment in point form. Be sure to use the same verb tense for each point
* Be sure to also list 2-3 achievements (i.e. increased sales)
* Responsibility/achievement

*Job Title* Start Month/Year- End Month/Year  
City, Province/State

* List 2-3 responsibilities for each previous employment in point form. Be sure to use the same verb tense for each point
* Be sure to also list 2-3 achievements (i.e. increased sales)
* Responsibility/achievement

**EDUCATION**

*Program Name/Diploma Achieved*  Start Month/Year-End Month/Year

* Add any notes here, including specializations and academic achievements

**TRAINING & CERTIFICATIONS**

* *Training/Course Name* (Year received), Issued By
* *Training/Course Name* (Year received), Issued By
* *Training/Course Name* (Year received), Issued By

**REFERENCES**

Employment Reference Name  
*Title*Phone Number

Email Address

Employment Reference Name  
*Title*Phone Number

Email Address