

# Resume Template

## Personal Information

Please enter your information to begin the resume

Step 1 of 5

Name:

Address:

City, Prov:

Postal Code:

Phone:

Email:

**\*Please double check for accuracy**

Type of Jobs being applied for \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

## Highlights of Qualifications

Step 2 of 5

Summarize your key strengths. Think of the most relevant strengths and features of your experience.

### Questions to ask yourself

1. What is it that I want the employer to know about me?
2. How could I convince or prove my strengths to the employer?
3. After reviewing several want ads in my field, what are the strengths or assets (that you have) that they are consistently looking for?
4. What is the most valuable asset that you possess?

A good summary should include

- Assets that are listed in the job posting that you possess
- Number of years or months of experience in the targeted job field
- Education: training or certificate in that field
- Your key strength, skills, accomplishments and specialized knowledge related to your job
- Make a list ( 6 - 8 ) of key points that the new employer needs to know which will show you are qualified to do the job

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
(3 Attributes that describe your personal work style or attitude)

**Work Experience - Most recent job first.**

You do not need to worry about the grammar or making it perfect

Example:

**Administrative Assistant**

**Eastman Employment, Steinbach, MB**

**Jan. 2002 - Dec. 2009**

\_\_\_\_\_  
(Job Title)

\_\_\_\_\_  
(Company & Location)

\_\_\_\_\_  
(Date Month+ Year - Year)

**Job Description - Responsibilities/Duties**

Example: Organized and updated a list of current job opening for the employment consultants using Excel Spreadsheets

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
(Job Title)

\_\_\_\_\_  
(Company & Location)

\_\_\_\_\_  
(Date Month+ Year - Year)

**Job Description - Responsibilities/Duties**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
(Job Title)

\_\_\_\_\_  
(Company & Location)

\_\_\_\_\_  
(Date Month+ Year - Year)

**Job Description - Responsibilities/Duties**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



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**Skill Heading #3**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Education - That has been completed (Most Recent First)**

Step 5 of 5

\_\_\_\_\_  
(Major or Area of concentration)      (School & location)      (Date Year completed)

\_\_\_\_\_  
(Major or Area of concentration)      (School & location)      (Date Year completed)

\_\_\_\_\_  
(Major or Area of concentration)      (School & location)      (Date Year completed)

**If desired, please include any awards, achievements certificates or training that has been completed**

\_\_\_\_\_  
(Award or certificate)      (School or program & location)      (Date Year completed)

\_\_\_\_\_  
(Award or certificate)      (School or program & location)      (Date Year completed)

\_\_\_\_\_  
(Award or certificate)      (School or program & location)      (Date Year completed)

**Additional information** that may have some bearing on the position you are seeking

**Volunteer Work Experience**

\_\_\_\_\_  
(Job Title)      (Organization & Location)      (Date Month+ Year - Year)

**Responsibilities**

- \_\_\_\_\_

\_\_\_\_\_  
(Job Title)      (Organization & Location)      (Date Month+ Year - Year)

**Responsibilities**

- \_\_\_\_\_

**Interests or Hobbies**

\_\_\_\_\_

**References** are not usually given on the resume itself, but prospective employers need to know that you have references who may be contacted if necessary. **“References Available upon Request”** is what will show up on your resume. **You should have a reference list ready; your interviewer may ask to see it.**