

Resume Outline



FIRST NAME LAST NAME

City, Province | Phone Number | Email Address

PROFESSIONAL SUMMARY

Write 2-4 sentences summarizing your experience, key skills, and career strengths. Tailor this section to the job you're applying for.

KEY SKILLS

List 5-8 skills that are relevant to the job you're applying for. Replace the examples below with your own.

- Customer Service
- Communication
- Organization
- Teamwork

WORK EXPERIENCE

Use 2-5 bullet points to describe your main responsibilities and accomplishments.

Job Title

Company Name | City, Province

Month 20XX – Month 20XX

- Describe a key responsibility or accomplishment

Job Title

Company Name | City, Province

Month 20XX – Month 20XX

- Describe a key responsibility or accomplishment

EDUCATION

Program / Degree / Diploma

School Name | City, Province

Month 20XX

Include relevant coursework, awards, honors or achievements.

CERTIFICATIONS & TRAINING

Certification / Training Name

Issuing Organization | Year

Examples: First Aid, WHMIS, Food Safety, Driver's Licenses, Industry Certifications, etc.

REFERENCES

References Name

Job Title | Organization | Contact Information