**Your Name**Home Address  
City, Province Postal Code  
555-555-5555  
your.name@email.ca

**Skills and abilities**

**Summary**

* Use this space to give your prospective employer a brief summary of key skills and professional characteristics
* Add some notable value-added skills, such as a second language, licences, or certifications

**Skill #1**

* Use these bullets to highlight key accomplishments or further define your skill to provide the employer with a deeper sense of your skills and abilities

**Skill #2**

* When describing your skills, do not just list them—showcase how you used those skills and describe the results

**Skill #3**

* Select the skills you are showcasing based on the requirements of the job you’re applying for
* Each résumé should be tailored to a different job
* If the job you’re applying for requires someone who is good with numbers, include your skills that involve accounting or budgeting

**Experience**

**Job title**Year–year  
*Company name, City, Province or Territory*

**Job title**Year–year  
*Company name, City, Province or Territory*

**Volunteer experience**

* Use these bullets to list a few places you volunteered to gain and develop your transferrable skills

**Education and training**

**High school**Year–year  
*City, Province or Territory*

***~References available upon request~***