

# JOB SEARCH

## Résumé Template

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, Province, Postal Code)

\_\_\_\_\_  
(Phone number)

\_\_\_\_\_  
(Email)

**Objective:** (What you want)

Ex. A part-time job in the service industry while continuing my education.

\_\_\_\_\_  
\_\_\_\_\_

**Skills:** (What you are good at)

Ex. Punctual, Dependable, Computer Skills etc.,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Education:** (Where you go to school, what level/grade have you obtained, some electives taken)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Electives:**

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**Work Experience:**

\_\_\_\_\_  
(Date) – starting with most recent

\_\_\_\_\_  
(Place)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Supervisor)

\_\_\_\_\_  
(Tasks)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Place)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Supervisor)

\_\_\_\_\_  
(Tasks)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Place)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Supervisor)

\_\_\_\_\_  
(Tasks)

**Volunteer Experience:**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Place)

\_\_\_\_\_  
(Tasks)

**Interests:** (What you like to do in your leisure time)  
Ex. Biking, computer, gardening

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**References:** (try to include three)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Occupation)

\_\_\_\_\_  
(Workplace)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Occupation)

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(Workplace)

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