
Your Name

Your Street Address
City, State, Postal Code
Telephone number
Email address

Objective

List your job objective (target) here

Areas of Effectiveness

Summarize your skills from each of your past jobs under different subheadings. List those which best fit with the job target first. Use action dynamic and active keywords to add energy and strength to your statements (see table below for examples).

Training/Teaching Skills

List activities

Organizational/Administrative Skills

List activities

Leadership/Teamwork Skills

List activities

Employment History

Job Title

Company name, City, Province
Dates of employment
Duties and responsibilities

Job Title

Company name, City, Province
Dates of employment
Duties and responsibilities

Job Title

Company name, City, Province
Dates of employment
Duties and responsibilities

Education

University Name, City, Province
Type Degree (full degree name)
Date

References available upon request
