**Your Name**

Address

City, Province Postal Code

Telephone

Email

**highlights of qualifications**

* Skills, achievements, certifications and personality characteristics
* Skills, achievements, certifications and personality characteristics
* Skills, achievements, certifications and personality characteristics
* Skills, achievements, certifications and personality characteristics
* Skills, achievements, certifications and personality characteristics

**employment skills**

**Skill Category**

* Skills, duties and responsibilities
* Skills, duties and responsibilities
* Skills, duties and responsibilities
* Skills, duties and responsibilities
* Skills, duties and responsibilities

**employment & volunteer experience**

**Position Title**

Company Name, City, Province Year-Year

**Position Title**

Company Name, City, Province Year-Year

**education**

**Degree/Diploma**

Institution Name, City, Province Year-Year

**certification & training**

* Certificate or training name Year-Year
* Certificate or training name Year-Year
* Certificate or training name Year-Year
* Certificate or training name Year-Year

**references**

Available upon request