

# Resume Sample

## Contact Information

(Must include the address where you live.)

Name:		
Street Address:		
City:	Country:	
Postal Code/Lot:	Phone:	
Messages:	Fax:	
Email:	Date of Birth:	
Gender:	Country of Origin:	Citizenship:

## Job Objective

1 <sup>st</sup> Choice:
2 <sup>nd</sup> Choice:

## Highlights of Qualifications & Skills

(List six or seven words or phrases you would use to describe your employment qualifications and skills.)

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## Work Experience

(Where did you work and what did you do at your job? Start with most recent job.)

Start Date (month/year):	To (month/year):
Company Name:	
City:	Country:
Duties (please be specific):	

Start Date (month/year):	To (month/year):
Company Name:	
City:	Country:
Duties (please be specific):	

Start Date (month/year):		To (month/year):	
Company Name:			
City:		Country:	
Duties (please be specific:			

Start Date (month/year):		To (month/year):	
Company Name:			
City:		Country:	
Duties (please be specific:			

**Post Secondary Education, Certificates**

*(e.g. Hotel and Restaurant Management Diploma)*

Course/Program or Degree	Name of School City & Country	Dates (Year)
		to
		to

**Seminars/Training Attended**

*(e.g. WHMIS, housekeeping, bartending training)*

Duties or Position	Place or Event City & Country	Dates (Year)
		to
		to
		to

**Computer Program Knowledge**

*(e.g. Word, Reservation Systems)*

Computer Skills	Institution City & Country	Dates

### Additional Languages

Speak	Write	Fluent

### References

*(These can include past employers and character references.)*

Person's Name	Title & Work Place	Address

*Note: Do NOT include information on marital status, names of family members, height, weight or religious status.*

*Please send picture with resume and application.*