

COMBINATION RESUME WORKSHEET



8-161 Bridge Street West, Belleville, ON K8P 1K2 613-966-9069 www.metaeservices.ca

NAME

City, Province

email: namenname@email.com

Cell: (613) 000-0000

HIGHLIGHT OF QUALIFICATIONS

- (example: 6 years' experience in Customer Service)

- _____

- _____

- _____

- _____

RELEVANT SKILLS AND EXPERIENCE

Experience (ex: Administrative)

- (ex: Answered telephones and greeted customers)

- _____

- _____

- _____

- _____

Experience (ex: Patient Care)

- (ex: Assisted clients with daily living and activities)

- _____

- _____

- _____

- _____

Skills (ex: Technology)

- (ex: Operated a computerized system and accurately inputted data)

- _____

- _____

- _____

- _____

EMPLOYMENT EXPERIENCE

(ex: Cashier) (Funny Dollar) (Belleville, ON) (2019-2020)

- List duties
- _____

(Job Title) (Company Name) (City, Province) (Start – Finish Date)

- List duties
- _____

(Job Title) (Company Name) (City, Province) (Start – Finish Date)

- List duties
- _____

VOLUNTEER EXPERIENCE

(Volunteer Position) (Company Name) (City, Province) (Start – Finish Date)

- _____
- _____

EDUCATION / TRAINING / CERTIFICATES
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Course/Program	School/Training	City, Province	Year Finished
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REFERENCES AVAILABLE UPON REQUEST

***NOTE: Optional Sections include:**

1. Hobbies / Interests
2. Groups / Memberships / Associations