

FUNCTIONAL RESUME WORKSHEET



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ONTARIO**
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ONTARIO**
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8-161 Bridge Street West, Belleville, ON K8P 1K2

613-966-9069

www.metaservices.ca

NAME

Cell: 613-000-0000

City, Province

email: namename@email.com

HIGHLIGHT OF QUALIFICATIONS

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

- _____
- _____
- _____
- _____

SKILLS AND EXPERIENCE

Experience (ex: Patient Care, Welding)

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

- _____
- _____
- _____

Skills (ex: Interpersonal, Technology)

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

- _____
- _____

EMPLOYMENT EXPERIENCE

(Job Title)	(Company Name)	(City, Province)	(Time Frame)
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_____	_____	_____	_____
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VOLUNTEER

(Volunteer Title)	(Organization Name)	(City, Province)	(Time Frame)
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EDUCATION / TRAINING / CERTIFICATES

(Course/Program)	(School/Organization)	(City, Province)	(Time Frame)
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References Available Upon Request