***John Doe***

123 Your Address, Town, Province   
(902) 123-4567 (Home) | (902) 321-7654 (Cell)   
john-doe111@email.com

**Objective:** Type your objective here, saying what you want to do and where, and a bit about what you have to offer.

(*Example: To obtain a position within your company where I can utilize and expand my skills and experience*)

**Summary of Skills:**

* Type as many that are “relative” to the job
* *Customer Service-oriented with demonstrated communication and   
  leadership capabilities*
* *Efficient computer skills: Microsoft office software, internet and email*
* *Works well within a team or alone*
* *Experience in cash register operation and cash handling*
* *Enjoys working in fast paced environment*
* *Very reliable and organized individual*

**Experience:**

**Job Title** Town, Province   
 Company M/Y to M/Y

* Add job duties here
* And another
* And another

***Example: Customer Service Representative***  *Townson, NS  
 Truck Rental Boss Inc. Feb 1998 – March 2000*

* *Greeted customers in a professional   
  and friendly manner*
* *Conduct vehicle inspections*
* *Clean and maintain vehicles*
* *Assist with the picking up and dropping   
  off of customers*

***Example:******Retail Sales Supervisor***  *Townson, NS  
 Smart Cells June 1990 – Feb 1998*

* *Order merchandise*
* *Establish work schedules*
* *Hire and train staff*
* *Prepare reports on sales volumes and   
  merchandising*
* *Supervise and co-ordinate activities of employees*

**Education:**

Course or Diploma Town, Province   
 School Name Year

*Example: Business Administration Certificate Townson, NS*

*Townson Community College 1999*

**Training:** WHMIS, First Aid, CPR

**Volunteer Work:**

Volunteer Position Title Town, Province   
 Name of Organization Month – Year to Month – Year

* Enter a few different
* Duties preformed while there

*Example: Animal Care Assistant/Cleaner Townson, NS  
Townson Animal Shelter 2000 – Current*

* *Clean office and kennels*
* *Take dogs to outside play area for exercise*
* *Brush and clean animals*

**References Available Upon Request**    
(unless the job you are applying to is requesting references along with resume)

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Home) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Cell)   
  
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**Objective:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Summary of Skills:**

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**Experience:**

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**Education:**

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**Training:** ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Volunteer Work:**

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**References Available Upon Request**