First name Surname **E-mail: email@email.com**
Address, City, Province Postal code **Telephone: 123-456-7890**

Areas of Expertise

- List what you're good at.
- Languages spoken.
- Equipment training.

Work Experience

Year to Year **Position Title**
Employer name, address, city, province, postal code

TIP: (if you had many roles or wore many "hats" in a position, name each role then list the tasks you did. See example below.

Book-keeping
- Accounts receivable/payable
- Monthly reconciliation
- Payroll
- Running reports

Role
- Brief explanation of task
- Brief explanation of task

General Responsibilities
- List items that don't fall into a specialized category
- Brief explanation of task

2000 to 2009 **Position Title**
Employer name, address, city, province, postal code

TIP: typically you don't go back more than 15 years unless you have a specialization.

Role
- Brief explanation of task
- Brief explanation of task

General Responsibilities
- List items that don't fall into a specialized category
- Brief explanation of task

Computer Experience

TIP: computer experience may be replaced with other specialized experience such as machinery.

- List each item

Education/Training

2024 to Present Workplace training certificates:
- Accessibility (AODA)
- Ministry of Labour 4 Step Worker
- Ministry of Labour 5 Step Supervisor
- WHMIS

TIP: the above-mentioned courses are mandatory in the workplace. They take about an hour and can be found for free online. See my post, how I found a great job in a month, for links to each course.

2022 to 2023 Social Media courses, Algonquin College, Ottawa, ON

TIP: if you didn't finish a program, say you took courses; no need to say you "dropped out" or it's "incomplete". If you're working on a program put the year you started and put "to present". See below example:

2022 to present Social Media certificate, Algonquin College, Ottawa, ON

1999 State your highest level of education. Don't mention secondary school if you have a post-secondary education.

TIP: it's fine to go to two pages but three or more pages is too much.