|  |
| --- |
| First Name last name  Address  Email  Phone Number |
| Summary of Skills and Attributes  Use short phrases and adjectives to help show employer what would make you a good candidate for the position.  Examples: • Hard-worker • Organized • Team-player • Good communication skills |

# eDUCATION

|  |
| --- |
| School Attended, Address, Year started – Year expected to graduateSchool Attended, Address, Year started – Year expected to graduate |

# eMPLOYMENT AND VOLUNTEER EXPERIENCE

Junior Counselor, XYZ Camp

July/August 2013

• Helped run canoeing and kayak program

• Taught kids basic water safety

• Administered basic first aid to cuts and scrapes

Babysitting

2010 – 2013

• Children aged 2-9

• Prepared meals, played games and made crafts

• Responsible for walking kids home from school

Volunteer, CIBC Run for the Cure

2011-2013

• Helped with set-up and take down

• Encouraged runners along the route

**CERTIFICATIONS**

|  |  |
| --- | --- |
| * List certification and the name of the issuing agency/institution. * Example: Emergency First Aid and CPR- St John Ambulance |  |

# inTERESTS AND AWARDS

List your interests and any awards you have received.

Examples:

• Joe Smith Memorial Award, Demonstrating Compassion, Grade 9, Queen Elizabeth Middle School

• Triathlete

• Avid Traveler

• Fluent in English and Blackfoot

• Guitar