

## Resume Template

**NAME**

Address, Cell: Email id

Name of City, ON

**Objective:** JOB TITLE **OR** Job you apply for

**SUMMARY OF SKILLS OR PROFESSIONAL PROFILE** (See Example below)

- Years of experience in respective area ....
  - Education – High School OR College Diploma
  - CS, Admin or Office Mangt Skills
  - Interpersonal skills, People skill, working in team
  - Creative problem-solver, Excellent customer service skills
  - IT/Computer SKILLS - Microsoft office, Windows & Android Apps.
  - Language fluency – English and any additional Lang if you speak
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**PROFESSIONAL EXPERIENCE OR WORK HISTORY**

**Position**

Company Name, City

Month and Year

- What did you do here
- What did you do here

**Position**

Company Name, City

Month and Year

- What did you do here
- What did you do here

**Position**

Company Name, City

Month and Year

- What did you do here
  - What did you do here
- 

**VOLUNTEER EXPERIENCE:**

**Role**

Company Name, City

Month and Year

**EDUCATION:**

**College Diploma**, Name of the Institution, City

Month and Year

**High School Diploma**, Name of School, City

Month and Year