

# YOUR NAME HERE

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your address here • City, Province ABC 123  
youremailaddress@gmail.com

(XXX) XXX-XXXX (Home)  
(XXX) XXX-XXXX (Cell)

**OBJECTIVE:** Type short statement here

## HIGHLIGHTS OF QUALIFICATIONS

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- Type skill here
- Type skill here
- Type skill here
- (If your resume starts to exceed 1 page, remove one point as needed)

### HIGHLIGHT 1<sup>ST</sup> TYPE OF SKILL

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- Type brief explanation here, starting with an “ACTION” word
- Type brief explanation here, starting with an “ACTION” word
- Type brief explanation here, starting with an “ACTION” word
- (If your resume starts to exceed 1 page, remove one point as needed)

### HIGHLIGHT 2<sup>ND</sup> TYPE OF SKILL

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- Type brief explanation here, starting with an “ACTION” word
- Type brief explanation here, starting with an “ACTION” word
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- (If your resume starts to exceed 1 page, remove one point as needed)

### HIGHLIGHT 3<sup>RD</sup> TYPE OF SKILL

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- Type brief explanation here, starting with an “ACTION” word
- Type brief explanation here, starting with an “ACTION” word
- Type brief explanation here, starting with an “ACTION” word
- (If your resume starts to exceed 1 page, remove one point as needed)

## WORK AND VOLUNTEER HISTORY

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**Name of Company (position e.g. Co-Op, clerk),** City, Province year

- Type brief explanation here, starting with an “ACTION” word
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- Type brief explanation here, starting with an “ACTION” word
- (If your resume starts to exceed 1 page, remove one point as needed)

**Name of Company Volunteer, City, Province**

year

- Type brief explanation here, starting with an “ACTION” word
- Type brief explanation here, starting with an “ACTION” word
- (If your resume starts to exceed 1 page, remove one point as needed)

## EDUCATION

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O.S.S.D, Specialist High Skills Major in area,

gr 9 year - current

Name of school

*Name of Awards, including multiple year recipient*

year, year

Name of Organization – special course of training

year

Name of Organization – special course of training

year

***REFERENCES AVAILABLE UPON REQUEST***