**YOUR NAME**

 **Your Phone Number**

 Your Street Address

 Your City, Province, Postal Code

 Appropriate Email address

 **Objective**

* Seeking a part time position while attending school full time

 **hIGHLIGHTs**

* Adjectives of your strong skills…. Mention a key skill area and describe it
* Character qualities….Mention a key skill area and describe it
* Accomplishments….Mention a key skill area and describe it

 **EMPLOYMENT Experience**

**Job Title**  Year - Present

Company Name, City, Province

* Action Verb here: List what you did (e.g. served customers in a busy family restaurant)
* Action Verb here: List what you did (e.g. served customers in a busy family restaurant)
* Action Verb here: List what you did (e.g. served customers in a busy family restaurant)

**Job Title**  Year – Year

Company Name, City, Province

* Action Verb here: List what you did (e.g. served customers in a busy family restaurant)
* Action Verb here: List what you did (e.g. served customers in a busy family restaurant)
* Action Verb here: List what you did (e.g. served customers in a busy family restaurant)

**Job Title**  Year – Year

Company Name, City, Province

* Action Verb here: List what you did (e.g. served customers in a busy family restaurant)
* Action Verb here: List what you did (e.g. served customers in a busy family restaurant)
* Action Verb here: List what you did (e.g. served customers in a busy family restaurant)

 **Education**

**Currently enrolled in Grade 12** 2014- Present

Owen Sound District Secondary School, Owen Sound, ON

* Extra Curricular activities: teams, clubs, bands or elective courses taken
* Accomplishments in school (awards, First aid, CPR, WHMIS)
* Co-op experience

 **Interests / Community Work**

* Action verb first: Change the title of this section based on your list
* Action verb first: Outside of school: volunteering, helping
* Action verb first: Interests or hobbies

 **References:** Available upon request