

# COMBINATION RESUME TEMPLATE

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City & Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone/Message Number: \_\_\_\_\_

Email: \_\_\_\_\_

## HIGHLIGHTS OF QUALIFICATIONS

(List of accomplishments or activities that are relevant to the Position you are applying for)  
(What are 3 -4 main things you want the employer to know about you)

• \_\_\_\_\_  
(Your key strengths, skills, accomplishments and specialized knowledge related to job posting)

• \_\_\_\_\_  
(Training, education or workshop related to this line of work)

• \_\_\_\_\_

• \_\_\_\_\_

\_\_\_\_\_ (Three attributes that describe your personal work style or attitude)

*Skill Heading #1 (Applying for labour job = Labour Skills / Restaurant = Customer Service Skills / Kitchen = Cooking Skills)  
(List the skills that you have in this field – tell the employer what you can do)*

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

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*Skill Heading #2*

*(Try to think of 3 skill heading relating to the position you are applying for)*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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*Skill Heading #3*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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*Skill Heading #4 (Extra)*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## **WORK HISTORY**

*(Volunteer and School Work Experience can be listed if you have limited experience)  
(most recent first)*

_____ (Job Title)	_____ (Company)	_____ (Year-Year)
_____ (Job Title)	_____ (Company)	_____ (Year-Year)
_____ (Job Title)	_____ (Company)	_____ (Year-Year)
_____ (Job Title)	_____ (Company)	_____ (Year-Year)

## **EDUCATION/TRAINING**

*(including: CPR, Red Cross, Lifesaving, Safety Certificates etc)  
(most recent first)*

_____ (Course Title)	_____ (School)	_____ (Year-Year)
_____ (Course Title)	_____ (School)	_____ (Year-Year)
_____ (Course Title)	_____ (School)	_____ (Year-Year)
_____ (Course Title)	_____ (School)	_____ (Year-Year)

## **VOLUNTEER**

_____ (Volunteer title)	_____ (Organization/Company)	_____ (Year-Year)
_____ (Volunteer title)	_____ (Organization/Company)	_____ (Year-Year)
_____ (Volunteer title)	_____ (Organization/Company)	_____ (Year-Year)
_____ (Volunteer title)	_____ (Organization/Company)	_____ (Year-Year)

## **INTERESTS AND ACTIVITIES**

*Some employers like to see this - this is a section that depending on your interest may or may not be relevant.  
Remember your resume your choice*

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**REFERENCES**

*(Remember to get their permission and put them in the order you would like them contacted.)  
Should have at least 1 reference – Many employers ask for 3*

**Name:** \_\_\_\_\_

**Title/Position:** \_\_\_\_\_ *(Owner/manager/co-worker)*

**Company:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_

**Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone Number (1)** \_\_\_\_\_ **(2)** \_\_\_\_\_

or

**Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_  
*Landlord / Teacher / Minister / Coach*

**City/Town:** \_\_\_\_\_, **Province:** \_\_\_\_\_

**Phone Number (1)** \_\_\_\_\_ **(2)** \_\_\_\_\_

**Email:** \_\_\_\_\_

