

# YOUR NAME

222 FIRST STREET, CALGARY, T3A-3Y5  
PHONE (403) 000-0000 • E-MAIL ME@HOME.COM

## OBJECTIVE

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[ Type Objective Here ]

## EDUCATION

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200x - 200x      South London College    New Cross, London

[ *Diploma/Certificate/Degree/Major* ]

■ [ Details of education completed. ]

200x - 200x      [ School/Organization Name ] [ City, Province ]

[ *Diploma/Certificate/Degree/Major* ]

■ [ Details of education completed. ]

## WORK EXPERIENCE

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200x - 200x      [ Company/Organization Name ]      [ City, Province ]

[ *Job Title* ]

■ [ Details of position. ]

200x - 200x      [ Company/Organization Name ]      [ City, Province ]

[ *Job Title* ]

■ [ Details of position. ]

200x - 200x      [ Company/Organization Name ]      [ City, Province ]

[ *Job Title* ]

■ [ Details of position. ]

## SKILLS

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[ Click here and enter information. ]

## REFERENCES

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References and letters of recommendation available on request.

Only include  
picture  
if specifically  
requested  
by employer  
or hiring  
manager

# John Doe

Sales Manager

Address 1

Address 2

Address 3

Tel: phone no here

Email: email@email.com

## PROFILE

See section on personal profiles

## RELEVANT SKILLS

## EDUCATION

*Qualification title here*      South London College – New Cross, London      2001-  
2004

*Qualification title here*      Academic Institution Name - City, State      1975-  
1980

## WORK EXPERIENCE

*Job Title Here*      Business Name - Location      2001-  
2002

*Job Title Here*      Business Name - Location      2003-  
2004

## OTHER SKILLS

- Hobbies or other skills that are not detailed in the CV.

## REFERENCES

Available upon request.

# YOUR NAME

101 NEW RESUME  
TRAIL, CALGARY,  
SE, ALBERTA,  
CANADA, TY4-3X2.

(403) 000-0000  
(HOME)  
(403) 000-0000  
(CELL)  
ME@MYMAIL.COM

## OBJECTIVE

[ Type Objective Here ]

## SUMMARY OF SKILLS

- [ Click here and enter details about what you can do. ]
- [ Click here and enter details about what you can do. ]
  
- [ Click here and enter details about what you can do. ]
- [ Click here and enter details about what you can do. ]
- [ Click here and enter details about what you can do. ]

## EDUCATION

200x – 200x

South London College- New Cross London

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## WORK EXPERIENCE

200x – 200x

[ Company / Organization Name ]

[ City, Province ] [ Details of position. ]

200x – 200x

[ Company / Organization Name ]

[ City, Province ] [ Details of position. ]

200x

[ Company / Organization Name ]

[ City, Province ] [ Details of position. ]

[ Click here and enter information. ]

## INTERESTS

## REFERENCES

A list of references is available on request.