Audrey Administrator

#23 - 4568 Eagle Cr.
Courtenay, BC V9N 7A2

(250) 555-1212

Objective: Job objective clearly stated, including title of desired position

Qualifications:

» Start out with your strongest point, i.e. number of years experience in a relevant field

» Add further points to reinforce your suitability for the position being applied for, i.e. examples of achievements

» Think of other traits you have that may be needed for the job you are applying for. Are you mechanically inclined? Have an excellent safety record? Accurately handled cash? Good with customers?

» Consider listing equipment you are able to operate, and whether you have a special driver's licence classification, etc., if applicable

» Relevant training and education may also be mentioned

» Work ethic, dependability, and other traits sought by employers may also be listed here

Work History:

Job Title Company Name, City, Prov Years From - To
- Brief points summarizing duties at this job
- Achievements, as well as accolades from supervisors, should be mentioned
- Try to have at least 3 points for each employer, but no more than 5

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Volunteer Work:

Volunteer Job Title Name of Organization, City, Prov Years From - To
Volunteer Job Title Name of Organization, City, Prov Years From - To

Education and Training:

Course Name College/University, City, Prov Year Completed
Graduated Grade 12 Name of High School, City, Prov Year Completed

References Available Upon Request