

Eddie Haskell

**Box 123
456 Maple Street
Bright Bay, BC
VoR 1B0**

(250) 555-1212

Objective

Job objective clearly stated at top of resume

Highlights

- ◆ Start out with your strongest point, i.e. number of years experience in a relevant field
- ◆ Add further points to reinforce your suitability, i.e. examples of achievements
- ◆ Relevant training and education may also be mentioned in the Highlights section
- ◆ List any special equipment you can operate

Relevant Skills & Attributes

- ◆ 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?
- ◆ Work ethic, dependability, and other traits sought by employers may also be listed here
- ◆ If applicable, mention availability to work shifts, on call, or on short notice

Work History

<i>Job Title</i>	Company Name, City, Prov	Years From - To
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<i>Job Title</i>	Company Name, City, Prov	Years From - To
<i>Job Title</i>	Company Name, City, Prov	Years From - To

References

First & Last Names, Title, Company, City, Prov	(250) 555-0001
First & Last Names, Title, Company, City, Prov	(250) 555-0002
First & Last Names, Title, Company, City, Prov	(250) 555-0003