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# Tommy Technical

123 Wire Way, Ampere, BC OHM LAW Tel: (250) 555-1212

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## Highlights

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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

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

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## Employment History

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### **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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Company Name, City, Prov

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## Education

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**Name of Course**

Name of Institution, City, Prov

Year Completed

**Name of Course**

Name of Institution, City, Prov

Year Completed

**Graduated (or final grade completed)**

Name of High School, City, Prov

Year Completed

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## Volunteer History

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Volunteer Job Title

Name of Agency, City, Prov

Years From - To

Volunteer Job Title

Name of Agency, City, Prov

Years From - To

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## References

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First and Last Names, Title

Company Name

(250) 555-0001

First and Last Names, Title

Company Name

(250) 555-0002

First and Last Names, Title

Company Name

(250) 555-0002