Full name

Address | Phone | Email

# Objective

You can clearly state what position you are applying for and your availability. You can choose to leave this section out.

# Skills Summary

You can list these skills in a paragraph form, or use bullet points. Think about what might be useful for the job you’re applying for. This section is optional

# Education

## Porter Creek Secondary School

*Whitehorse, Yukon Territory*

* You might want to include information here about any special courses or focus areas that might be relevant to the job you’re applying for.
* Be sure to include any school activities and any outdoor education courses you’ve done. If you’ve been to more than one high school, you can add the other school below.

# Experience

## Name of Employer

### Job Title / Dates of Employment

This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

Do a new section for each job you had, with the most recent first. You can use 3-5 bullet points here per job, starting with an action verb (example below)

* Provided a high level of customer service

# Awards, Accomplishments and Certifications

* You can describe a bit about each if you like. If you don’t have any awards or accomplishments to highlight, you can delete this whole section
* You can also use this section for certifications (like Yukon Driver’s License, Food Safe, Babysitter’s Certification etc.)

Full name

Address | Phone | Email

REferences:

Full name of reference, position they have

 Phone number

 Email

Full name of reference, position they have

 Phone number

 Email

Full name of reference, position they have

 Phone number

 Email