

## Resume Template

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Birth (optional): \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Driver's Licence No: \_\_\_\_\_

Goal Statement/Career Objective: \_\_\_\_\_

Write about your life goals and strengths

### Education History

School attended: \_\_\_\_\_  
Current level: \_\_\_\_\_  
Subjects studied: \_\_\_\_\_

### Employment History

Current Employer: \_\_\_\_\_  
Duration: \_\_\_\_\_  
Duties performed: \_\_\_\_\_  
If more than one employer, please list these details for each past employment

Include part-time work and list all duties performed.

Employer: \_\_\_\_\_  
Duration: \_\_\_\_\_  
Duties performed: \_\_\_\_\_

Include part-time work and list all duties performed.

### Work Experience

Employer: \_\_\_\_\_  
Duration: \_\_\_\_\_  
Duties performed: \_\_\_\_\_

List dates and duties performed.

Work Skills: \_\_\_\_\_

Employers look for skills such as leadership, communication, problem solving etc.

Personal Characteristics: \_\_\_\_\_  
If more than one employer, please list these details for each, past employment

Conscientious, punctual, team worker, etc

Employer: \_\_\_\_\_  
Duration: \_\_\_\_\_  
Duties performed: \_\_\_\_\_

List dates and duties performed.

Work Skills: \_\_\_\_\_

Employers look for skills such as leadership, communication, problem solving etc.