

*Resume Worksheet*

**Name :** \_\_\_\_\_

**PERSONAL INFORMATION:**

1. Full Name:

2. Full Home Address:

3. Home Phone Number:

4. Your Cell phone Number:

5. your email:

**EDUCATION:**

1. Schools attended:

- full name of school

- city, province

- years attended

- grades attended

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**Name :** \_\_\_\_\_

**OTHER EDUCATION**

- list training (e.g. first aid, babysitter's course)
- include the name of the company
- include the dates you took the training

**Name :** \_\_\_\_\_

**VOLUNTEER EXPERIENCE**

- list each volunteer experience
- include the dates you did the volunteering
- briefly explain what you did and where you did it

**SKILLS/QUALIFICATIONS (write three from the list given)**

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**ACTIVITIES & INTERESTS**

- list hobbies, interests and activities that you do