

Template of a hybrid résumé

Your Name

Home Address
City, Province Postal Code
555-555-5555
your.name@email.ca

Education and training

College or University – Major

City, Province or Territory

Year–year

High school

City, Province or Territory

Year–year

Skills

Summary

- Use this space to give your prospective employer a brief summary of key skills and professional characteristics
- Add some notable value-added skills, such as a second language, licences, or certifications

Skill #1

- Be sure to discuss a transferrable skill that is useful in any job, like “leadership” or “teamwork”
- Pick specific examples where your skills helped you work effectively

Skill #2

- Showing your transferrable skills through accomplishments is important
- Describe particular successes you’ve had in the workplace and how your skills have helped you achieve those successes

Skill #3

- Consider including a skill that is job-specific, such as “Kitchen skills” or “Administrative skills”

- Describe how these specific skills have helped you in the past, and how they will help you in your new position

Experience

Job title

Company name, City, Province or Territory

Year–year

Job title

Company name, City, Province or Territory

Year–year

Job title

Company name, City, Province or Territory

Year–year

Volunteer experience

- Volunteer organization
- Volunteer organization
- Volunteer organization

Year–year

Year–year

Year–year

Accomplishments

- Sports achievements
- Other certificates or awards
- Academic awards from school