Name

Address

Telephone number

E-mail

**Career summary (optional)**

Write an introductory paragraph describing your skills, abilities, accomplishments and attributes.

**Employment history**

List your work experience, starting with your most recent position. You can include positions you have held, internships, practicum experience and other work experience related to your job application.

* On the first line, indicate the name of the company, location and dates of employment.
* On the second line, write the title of your position.
* Next, write three or four sentences, listed in bullet format, to describe the responsibilities of your position.

**Education**

List your most recent education first. Include the name and location of your learning institution, your certificate/degree/diploma and graduation year.

**Certifications or additional qualifications**

List your other qualifications such as certifications or licences held.

e.g. Power Engineering certification, Project Management certification, trades certificates, Food Safety Alberta certification, First Aid certification

**Professional development**

List seminars, workshops, online courses and any other professional development that you have attended or completed within the past three years.

e.g. Fall Protection training, Confined Space training, Floor Care training, WHMIS (Workplace Hazardous Materials Information System), Applied Behaviour Analysis training, special-needs-related training, training in computer software applications such as Microsoft Excel, Non-Violent Crisis Intervention training, Mental Health First Aid training

**Additional information:**

Provide any additional information that could be important when we consider your application.

e.g. volunteer experience, other experience related to your application, awards and recognition