

Anita Best resume

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Education

Bachelor of Business Administration Degree
Memorial University of Newfoundland

Sept. 2011 - Present
St. John's, NL

English as a Second Language Program
Memorial University of Newfoundland

May 2011 - Aug. 2011
St. John's, NL

Volunteer Experience – this is an optional section

New Student Orientation
Memorial University of NL

September 2011
St. John's, NL

- Use 1 bullets describe your experience/volunteer duties

Assistant
Red Cross

Jan. 2011
city/your home country

- Use 1 bullets describe your experience/volunteer duties

Work Experience – this is an optional section

Job title
Name of company

date of employment
city, country

- Use 2 or 3 of these bullets to describe your work experience
- What did you do in this positions? What were your responsibilities

Skills & Abilities (there are many skills, what is listed below are just examples)

Computer Skills

- If you have specific computer skills, software, programming, etc list it here

Interpersonal/Communication Skills

- Maybe you can give information in this section that will show you can work/deal with people?
- Able to communicate in both (your mother tongue) and English

References - Available upon request.

- References are 1-2 people that a potential employer can call to verify your skills, your character and previous involvements.
- You would bring names/references with you if you are ever called for an interview.