



Fillable Resume Template

This resume template is designed to help you highlight your strengths, skills, and experiences — whether or not you have previous work experience.

Please replace all bracketed sections (for example: [Your Full Name]) with your own information. You can delete any sections that do not apply to you and add details that reflect your unique experiences.

Remember:

- All experience counts — including volunteer work, school projects, caregiving, community involvement, and personal achievements.
- Focus on what you can do, not what you haven't done yet.
- Keep your resume clear, honest, and professional.
- Try to keep your resume to one to two pages.
- Use action words and keep bullet points short.
- Try to tailor your resume to match the type of job you are applying for.
- Use a highly readable font such as Arial, Verdana, Calibri, or Open Sans.
- Keep body text between size 12–14, with headings slightly larger (it is okay for font size to be on the larger side to be more accessible for blind or visually impaired individuals, and it helps individuals fill in their resume/make it look more full for those who may not have as many experiences to add to their resume).
- Black text on a white background is great for maintaining a strong visual contrast.
- Increase white space where possible can also help with some visual alignments.

[YOUR FULL NAME]

[City, Province]

[Phone Number] | [Email Address] |

[LinkedIn URL – optional]

Professional Summary (or Strength Profile)

Motivated and reliable [student/recent graduate/job seeker] with strengths in [2–3 key skills/strengths]. Seeking opportunities in [field/industry] where I can contribute my skills and continue to grow professionally.

Key Skills

(Below are some examples that you could choose to include)

- Strong verbal and written communication
- Customer service and interpersonal skills
- Teamwork and collaboration
- Time management and organization
- Problem-solving
- Adaptability and willingness to learn
- Basic computer skills (Microsoft Office, Google Docs, etc.)
- [Add your own]

Work Experience

(If you have work experience, complete this section. If not, skip to Volunteer/Community/Informal Experience.)

[Job Title]

[Company Name], [City]

[Month Year – Month Year]

- Describe what you did and what you accomplished
- Start each bullet with an action word (Assisted, Organized, Supported, Managed, Created, Helped, etc.)
- Focus on skills you used
- Include measurable results if possible (e.g., “Served 30+ customers daily”)

Volunteer, Community, or Informal Experience

(Tip: babysitting, helping family, school events, coaching, community involvement, etc. all count.)

[Role/Activity]

[Organization/Location]

[Month Year – Month Year]

- Describe your responsibilities
- List transferable skills that were used (reliability, leadership, communication, initiative)
- Include achievements or positive outcomes

Education

[Name of School or Institution]

[Diploma/Degree or “Working toward...”]

[Expected Graduation Date or Graduation Year]

Relevant Coursework (optional): [Course name]

Achievements (optional): Honor Roll, Awards, Scholarships, etc.

Projects (Optional)

[Project Name or Description]

[School, Personal, or Community Project]

- What was the goal?
- What did you do?
- What skills did you use?
- What was the result?

Certifications & Training (Include if applicable)

- First Aid / CPR
- Food Safe
- WHMIS
- Driver’s License (if relevant)
- Workshops or training programs