

Below are the typical categories included in a resume. This template will help you collect information about yourself for each category. Once you have completed the template, you can select the best font style to present your resume

Name: _____

Address: _____

Phone Number: _____

Email: *Ensure that your email address is appropriate* _____

Career Objective: *What motivates you to work in a particular field? What do you want to achieve from your career?.*

Transferable Skills *The skills you have acquired during any activity in your life that are applicable to the job you are applying for.*

- Establishing and maintaining relationships with clients *(for example)*
- _____
- _____
- _____

Education *Include all educational history and qualifications (include high school if this was completed in the last 5 years).*

2009 to Current Bachelor of Health Science (Naturopathy), Endeavour College of Natural Health (currently completing final term of study)

Grade Point Average: *If this is to your advantage*

Educational Awards: *if applicable*

_____ to _____

Clinic Experience – Bachelor of Health Science (Naturopathy) *List clinical skills you gained practical experience in during your clinics.*

- _____
- _____
- _____
- _____
- _____

Employment History *Present positions in reverse chronological order, indicate duration of employment*

2012 to Current Company _____

Position _____

Duties and Responsibilities *They must be relevant to the job you are applying for.*

- _____
- _____
- _____
- _____
- _____

_____ to _____ Company _____

Position _____

Duties and Responsibilities

- _____
- _____
- _____
- _____
- _____

_____ to _____ Company _____

Position _____

Duties and Responsibilities

- _____
- _____
- _____
- _____

Professional Associations *List your memberships*

- _____
- _____

Community Activities/Recreational Interests/voluntary experiences

- _____
- _____

Achievements *List professional and non-professional (for example sporting) awards, prizes, scholarships etc*

- _____
- _____

Referees *List at least two who can comment positively on your ability to perform the role.*

Name: _____

Position: _____

Company: _____

Relationship: _____

Phone Number: _____

Email: _____