



COMBINATION RESUME TEMPLATE

Your Name
Mailing Address
City, Postal Code
Telephone
E-mail

HIGHLIGHTS OF QUALIFICATIONS

- Education, Training or Degree
- # years experience in field [e.g. 4 years health care]
- personal qualities [e.g. enthusiastic, responsible, self starter]
- other requirements for specific job (e.g. valid driver's license, first aid, etc.)

SKILLS

Caregiving

- provided care as full time nurse...
- implemented specialist and parental careplans for children and patients
- responsible for 3 elementary school age children as child caregiver...

Organisation

- planned and prepared healthy meals, initiated activities, and maintained clean home environment for children
- organised daily activities, outings and events to provide stimulation for children and patients

EDUCATION

Degree Name

yr. of completion

Institution, City

Courses included: [title of courses relevant to position applying for]

Training or Certificates

First Aid; Microsoft Word

WORK EXPERIENCE

Nurse

Employer, City, Country

mo,yr – mo,yr

Employer, City, Country

mo,yr – mo,yr

Childcare (volunteer)

mo,yr – mo,yr

Employer, City

INTERESTS

- Reading: non-fiction, biographies, mysteries
- Sports: hiking
- Languages

References available upon request.