



## Résumé Outline

Holland College *Foundation*

Name: \_\_\_\_\_

### Summary of skills

What skills do you have? What are your TOP 5?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Education and training

Please list most recent FIRST

Diploma/Degree title: \_\_\_\_\_

School name: \_\_\_\_\_

Diploma/Degree title: \_\_\_\_\_

School name: \_\_\_\_\_

### Additional training / certifications

Please list ALL that apply

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### Work experience

Please list most recent FIRST

Position title: \_\_\_\_\_

Employer: \_\_\_\_\_

Dates of employment: \_\_\_\_\_

- Describe in 4 or 5 sentences what you were responsible for:

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Position title: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_

- Describe in 4 or 5 sentences what you were responsible for:

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Position title: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_

- Describe in 4 or 5 sentences what you were responsible for:

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### Volunteer / community involvement

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### Achievements / awards

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