

Tailor My Resume

+ Headline / Profile Summary

- **An energetic** [strong character trait] **problem solver** [job title / life role] **with two years' experience in customer service** [type & length of experience].
- **Hardworking** [strong character trait] **Ontario Certified Security Guard** [job title / life role] **with a strong work ethic** [core skill / value] **and experience in a fast-paced healthcare environment** [type of work environment].

+ Highlights of Qualifications

- Delete anything that is not relevant to this position.
- Refer to the Keywords list: Are there any relevant skills/experience/training/knowledge that you can add? List these below:

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+ Education / Training / Certifications / Licenses

- Delete irrelevant information
- Ensure that you have included dates and the names of institutions

+ Relevant Work Experience / Volunteer Work

- Delete irrelevant information
- Ensure that you have included the following for each experience listed:
 - Job title
 - Company name and city/country
 - Start and end date
- Transform your “duties” into accomplishment statements by adding:
 - the result of your action
 - which relevant, transferrable skills you used to perform the duty
 - information about how much/many