Name: Date:

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| CLB 3: Writing a Resume |

**Instructions:** Look at the example resume below. Then make your own resume on the next page.

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| **Elizabeth Clark** #326, 4911 16 Ave. SE Calgary, AB T2A 0P1(403)173-5432elizabeth.clark432@gmail.com**Skills and Abilities*** 1 year of experience
* Excellent communication skills
* Organizational skills

**Employment History*** **ABC Auto Repair Centre,** Automotive Mechanic **Dec. 2018 – Dec. 2019**
	+ Responsible for repairing or replacing mechanical parts

**Education and Certificates*** Automotive Service Technician Journeyman Certificate from NAIT, Edmonton, Alberta
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|    ( ) - **Skills and Abilities****Employment History*** **–**
	+ Responsible for

**Education and Certificates** |