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)173-5432  elizabeth.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** |