**YOUR NAME**

City, Province | Phone | Email | LinkedIn URL/Online Portfolio (optional)

**PROFESSIONAL SUMMARY**

* 3-5 relevant bullet points about yourself and how you meet the requirements of the position
* Ex. "Business Accounting candidate with a strong knowledge of accounts payable and receivable"
* Ex. "Social Service Worker student with experience supporting children and youth in a community program”

**EDUCATION**

**Diploma/Degree** | Institution Name | City, Province In Progress

Expected Graduation: (Month, Year)

**Diploma/Degree** | Institution Name | City, Province Year - Year

**RELEVANT SKILLS**

**Skill Category (Broad category related to field, Ex. “Client Service & Communication”)**

* Action verb + what you did (more detail) + reason, outcome, or impact
* Action verb + what you did (more detail) + reason, outcome, or impact
* Action verb + what you did (more detail) + reason, outcome, or impact

**Skill Category (Broad category related to field, Ex. “Teamwork”)**

* Action verb + what you did (more detail) + reason, outcome, or impact
* Action verb + what you did (more detail) + reason, outcome, or impact
* Action verb + what you did (more detail) + reason, outcome, or impact

**EMPLOYMENT EXPERIENCE**

**Position Title** | Company Name | City, Province Year - Year

**Position Title** | Company Name | City, Province Year - Year

**Position Title** | Company Name | City, Province Year - Year

**VOLUNTEER EXPERIENCE (OPTIONAL)**

**Position Title** | Organization Name | City, Province Year - Year

* Action verb + what you did (more detail) + reason, outcome, or impact

**ADDITIONAL CERTIFICATES & TRAINING (OPTIONAL)**

**Certification/Training** | Training Provider | City, Province Year

**MEMBERSHIPS (OPTIONAL)**

**Membership Title** | Association Name Year