**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 you are applying to
* Ex. "Business Administration - Accounting candidate with a strong knowledge of payroll and 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 Year

**EMPLOYMENT EXPERIENCE**

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

* 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

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

* Action verb + what you did (more detail) + reason, outcome, or impact
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**Position Title** | Company Name | City, Province Year - Year

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

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

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

**CERTIFICATIONS & TRAINING (OPTIONAL)**

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

**MEMBERSHIPS (OPTIONAL)**

**Membership Title** | Association Name Year