**Name**

Phone # <use one with a professional voicemail>

Address, City, Province, Postal Code <include country if applying internationally>

E-mail<make sure it is professional>

Website <may be suitable depending on your profession>

**Highlights of Qualifications:** <list 5 to 8 of your top skills, experiences or qualifications that the employer is requesting for this position. You want to show and prioritize how you match their needs>

* <Identify the level of education you have achieved if it is related to the position>
* <Identify a specific certification/ or industry training you possess that relates to this position>
* <State # years’ experience you offer in this type of work>
* <Identify a specific skill you offer that is requested>
* <Identify a specific skill you offer that is requested>
* <Identify positive character traits that make you a good fit for the position>

**Education** <list in reverse chronological order – most recent first – education credentials that you are currently completing and those that have been previously completed.>

|  |  |
| --- | --- |
| <Name of Program>  <School Name>, <City>, <Province>, <Country – if outside of Canada>  \*<Employer - Practicum/Internship/Co-op> (# of hours)   * <Identify a skill that you demonstrated during the practicum> * <Identify a 2nd skill that you demonstrated during the practicum> | Month Year - Month Year |

|  |  |
| --- | --- |
| Secondary Diploma <only provide if recent and required for position>  <School Name>, <City>, <Province>, <Country – if outside of Canada> | Month Year – Month Year |

**Training** <optional - list in reverse chronological order – most recent first – industry training that may apply to the position >

<Name of Certification> Month Year – Month Year

<Granting Organization>, <City>, <Province>, <Country – if outside of Canada>

**Skills and Experience:** <identify a minimum of 2 skills categories. Consider very carefully the category titles and the order you list them. Skills categories need to relate to the position you are targeting. This section provides **an excellent way to show specific technical skills you have acquired through your recent education**. Also include skills developed through your jobs, practicum’s/apprenticeships/work terms & volunteering.>

**Skills Category A**

* Focus on what difference you made
* Quantify if possible ( # or %)
* Begin skill statement with a verb written in past tense.
* Skill statement
* Skill statement
* Skill statement
* Skill statement

***Resume: Your Name***  page 2

Consider developing skill statements using the **STAR format**. Describe each experience in terms of your demonstrated skills and accomplishments:

1. Describe the **situation**, project, the context, and job
2. Be specific about the **task** you did
3. What **activity** did you do?
4. What were the **results**, outcomes, benefits?

**Skills Category B**

* Skill statement
* Skill statement
* Skill statement
* Skill statement

**Skills Category C**

* Skill statement
* Skill statement
* Skill statement
* Skill statement

**Professional Experience:** <list in reverse chronological order your work history. Work that is within the last 10 years is considered current and relevant, so no need to list beyond 10 years ago>

|  |  |
| --- | --- |
| <Job Title>  <Employer>, <City>, <Province>, <Country – if outside of Canada>   * Identify the significant activities of the position * List them in order of priority * Begin each statement in a different way, using action verbs | Month Year - Month Year |
| <Job Title>  <Employer>, <City>, <Province>, <Country – if outside of Canada>   * Identify the significant activities of the position * List them in order of priority * Begin each statement in a different way, using action verbs | Month Year - Month Year |
| <Job Title>  <Employer>, <City>, <Province>, <Country – if outside of Canada>   * Identify the significant activities of the position * List them in order of priority * Begin each statement in a different way, using action verbs | Month Year - Month Year |

**Community Involvement:** <list in reverse chronological order your volunteer history. You may not need to provide a long list of activities if you have included them in your skills section>

|  |  |
| --- | --- |
| <Volunteer Position>  <Organization>, <City>, <Province>, <Country – if outside of Canada>   * Identify the significant activities of the position | Month Year - Month Year |

***Resume: Your Name***  page 3

Highly recommended to include references on your resume. Completely appropriate to include on page 3.

**References:** < provide a minimum of 2 references, a maximum of 4. Be sure to check with your references to ensure they are ready and willing. References should not be family.>

|  |  |
| --- | --- |
| **Name of Reference**, relationship <ie: employer >  Job Title  Organization  City, Prov, Country  Phone:  E-mail:  *A quote from their reference letter*<optional> | **Name of Reference**, relationship <ie: employer >  Job Title  Organization  City, Prov, Country  Phone:  E-mail:  *A quote from their reference letter*<optional> |
| **Name of Reference**, relationship <ie: employer >  Job Title  Organization  City, Prov, Country  Phone:  E-mail:  *A quote from their reference letter*<optional> | **Name of Reference**, relationship <ie: employer >  Job Title  Organization  City, Prov, Country  Phone:  E-mail:  *A quote from their reference letter*<optional> |