**YOUR NAME CHRONOLOGICAL**

City, province where you live ∙ your email address ∙ your phone number

**Professional Profile**

This is a summary of your relevant background and skills, targeted to the job, and can include:

* Number of years of experience in the field
* Your education, training and/or certifications
* A related accomplishment or recognition
* Your key skills, talents, or special knowledge (hard skills)
* Anything appealing about your personal work style or attitude (soft skills)

This section can be written using bullet points, or a short paragraph (3-5 lines).

**Formal Education and Special Training**

If your degree is what sells you most, feature it here, near the top. If your work experience sells you more, put it here and Education below it. Include your post-secondary education, credentials, certifications, and specific courses, only including what’s relevant to the position. Suggested layout:

* **Formal degree name**, formal name of post-secondary institution, city, province, year completed
* **Formal credential name**, formal name of learning institution, city, province, year completed

**Relevant Experience and Accomplishments**

Feature only your last 3 jobs OR the past 10 years – unless your experience prior to that is relevant. Only include descriptions of positions that are relevant to the job. If you are trying to avoid showing gaps in employment, you can include jobs that are not relevant, but limit these to a listing of 1-2 lines to show chronology of your work history without the detail. Here is a suggested layout plus example:

**Formal name of last position,** formal name of employer, city, province, start-end date/present

* Provide 3-5 bullet points. In your bullet points, avoid listing your job duties because this reads as a job description. Instead, write about how well you did your job and what you accomplished, referring to your actions and the results you achieved. [Click here for how to transform duties into accomplishments.](https://www.themuse.com/advice/resume-revamp-how-to-turn-your-duties-into-accomplishments) Example below.
* Planned, coordinated, and implemented the launch of the Ronald McDonald House in Buenos Aires. Managed creative concept development. Negotiated approximately $80,000 worth of media sponsorship agreements with production company and Argentina’s most watched television network. Led a team of 7 in producing TV spot and launching campaign. Result: Increase of 200% in donations for the Christmas season.

**YOUR NAME CHRONOLOGICAL** Page 2 of 2

**The position preceding the 1st one,** formal name of employer, city, province, start-end date

* Accomplishment statement #1
* Accomplishment statement #2
* Accomplishment statement #3, etc.

**Irrelevant position listed to avoid gap**, formal name of employer, city, province, start-end date

**The position preceding irrelevant one,** formal name of employer, city, province, start-end date

* Accomplishment statement #1
* Accomplishment statement #2
* Accomplishment statement #3, etc.

**Volunteer Work** (this is optional)

**Formal name of last position,** formal name of organization, city, province, start-end date/present

**Formal name of preceding position,** formal name of organization, city, province, start-end date/present

**Formal name of preceding position,** formal name of organization, city, province, start-end date/present

**Awards and Memberships** (this is optional)

**Formal name of award or membership,** formal name of organization, city, province, dates

**Formal name of award or membership,** formal name of organization, city, province, dates

**Formal name of award or membership,** formal name of organization, city, province, dates

**Leisure Activities** (this is optional)

* You can add this section if space permits, if your hobbies are relevant to the position, and if they showcase special skills that would be valuable on the job.

**References Available Upon Request** (this is optional)