**YOUR NAME COMBINATION**

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 relevant skills sell you more, put them here and education below Work History and Accomplishments. Include post-secondary education, credentials, certifications, and specific courses, only what’s relevant to the position. 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 Skills**

|  |  |  |
| --- | --- | --- |
| * Skill #1
 | * Skill #4
 | * Skill #7
 |
| * Skill #2
 | * Skill #5
 | * Skill #8
 |
| * Skill #3
 | * Skill #6
 | * Skill #9
 |

**Work History and Accomplishments**

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

* Your work history section gives context to your skills section. Focus on your relevant transferable skills by weaving in how you used the skills in each of your jobs. This makes your skills come alive. Use the same skills words that you used in your skills section. [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.
* Coordinated numerous large events including the “Evening of Thanks” Gala for Big Brothers. Negotiated and secured sponsorships for Bowl for Big Brothers– both corporate and media; oversaw design and production of deliverables. Result: increased funds raised by $50,000 over previous year.
* Provide 2-3 accomplishment statements per job which showcase your relevant skills.

**YOUR NAME COMBINATION** Page 2 of 2

**Work History and Accomplishments, cont’d**

**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

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

**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)