

# LEAH LANCER

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## PROFILE OF SKILLS

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- Skill statement about relevant marketable skill or attribute #1
- Skill statement about relevant marketable skill or attribute #2
- Skill statement about relevant marketable skill or attribute #3
- Skill statement about relevant marketable skill or attribute #4

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## EDUCATION

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**Honours Bachelor of Arts in History**  
University of Windsor, Windsor, ON

September 20XX - Present

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## WORK EXPERIENCE

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**Job Title**

April 20XX – Present

ABC Company, Windsor, ON

- Use the present tense for jobs that you are still doing (e.g. designing instead of designed)
- Action-oriented bullet statement that describes relevant transferable skills gained
- Do NOT use “Responsibilities include” or “Duties include”
- Action-oriented bullet statement that describes specific skills or accomplishments that are relevant

**Job Title**

April 20XX – January 20XX

ABC Company, Windsor, ON

- Use past tense for past jobs (e.g. managed instead of manages or managing)
- Action-oriented bullet statement that describes relevant specific or transferable skills gained
- Do NOT list any skills or accomplishments already mentioned above
- Action-oriented bullet statement that describes specific skills or accomplishments that are relevant

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## VOLUNTEER EXPERIENCE

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**Volunteer Title**

April 20XX – January 20XX

ABC Company, Windsor, ON

- Action-oriented bullet statement that describes relevant skills gained
- Do NOT use “Responsibilities include” or “Duties include”

**Volunteer Title**

April 20XX – January 20XX

ABC Company, Windsor, ON

- Action-oriented bullet statement that describes transferrable skills gained
- Action-oriented bullet statement that describes what you accomplished
- Do NOT repeat, introduce new relevant information with each bullet point

**REFERENCES AVAILABLE UPON REQUEST**