Full Name
Phone · Email · Address

SUMMARY

Provide a summary of your experience. It should read like a paragraph and be easy to follow. Your last sentence should state what you are looking for in terms of career opportunity. Don't go beyond four lines and don't use bullet points for this. Make sure the last sentence uses up as much space horizontally so that you have the greatest opportunity to make an impact.

EMPLOYMENT HISTORY

Organization (City, Province)   MMM – YYYY

Title - Something Impactful

- If this experience is in the present then start your bullet points with strong present verbs
- If this experience is in the past then start your bullet points with strong past verbs
- Make sure each line is tangible and the value you delivered can be easily perceived
- Be consistent with regards to length of sentence, ideally they should be one line each
- If you decide to have two lines per bullet point don't finish the second line with one word
- Try to have your past experience match the job descriptions of the roles you are applying for
- Your past experience should match in terms of number of bullet points to look consistent
- Make sure your punctuation and grammar are also consistent throughout your resume

Organization (City, Province)   MMM – YYYY

Title - Something Impactful

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Organization (City, Province)   MMM – YYYY

Title - Something Impactful

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Organization (City, Province)   MMM – YYYY

Title - Something Impactful

- Always start a past experience at the top of the page, don't carry your previous one over

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Organization (City, Province)   MMM – YYYY

Title - Something Impactful

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RELEVANT SKILLS

List all your relevant skills here comma delimited; you can have up to six lines,
Line 2,
Line 3,
Line 4,
Line 5,
Line 6,

OTHER INTERESTS

List other interests here; you can have up to two lines - please don't list anything
that is too dangerous e.g. skydiving

LANGUAGES

List the languages you speak comma delimited and don't specify how fluent
you are

EDUCATION

Title	Organization	location		YYYY
Title	Organization	location		YYYY
Title	Organization	location		YYYY
Title	Organization	location		YYYY