

# Theia Briskin

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*[Tagline should identify the job title of the position you are applying to and list 3 key related skills.]*

## JOB TITLE

SKILL 1 | SKILL 2 | SKILL 3

*[Summary of Qualifications: include 5-8 bullet points describing a combination of skills, education and experience related to the job.]*

- Current student of the Software Engineering Technology Program
- Experience in/with...
- Trained on...
- Knowledge of...
- Strong communication skills; multilingual in...
- Computer skills include proficiency in Microsoft Word, Excel, PowerPoint, etc. ....

## EDUCATION

### Software Engineering Technology

Centennial College, Toronto, ON

Sept. 2022 - Present

*Expected graduation December 2025*

- *Relevant courses:*

*Web Interface Design*

*Database Concepts*

*Software Systems Design*

*Web Application Development*

*Unix/Linux Operating Systems*

*Java Programming*

### Bachelor's degree in Geographic Information Systems (GIS)

Moscow State University of Geodesy and Cartography, Moscow, Russia

Sept. 2002 - Jun. 2007

## PROJECT WORK (OPTIONAL SECTION)

\_\_\_\_\_ (Project name, **bolded**) \_\_\_\_\_ - \_\_\_\_\_ (Dates)  
\_\_\_\_\_ (School/Company), \_\_\_\_\_, \_\_\_\_\_ (City, Province/Country)

- *[Use same format as detailed in the Experience section to describe your work on the project]*
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## EXPERIENCE (WORK AND/OR VOLUNTEER)

\_\_\_\_\_ (Job Title, **bolded**) \_\_\_\_\_ - \_\_\_\_\_ (Dates)  
\_\_\_\_\_ (Company), \_\_\_\_\_, \_\_\_\_\_ (City, Province/Country)

*[Instead of listing duties you had on the job, turn these into accomplishment statements using this format: **action verb, description and details**. Include numbers when possible to quantify your results.]*

**Weak Example:** Answered phones

**Strong Example:** Responded to over 30 customer inquiries per day emphasizing exceptional customer service skills.

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## **Important Key Tips**

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### *Formatting:*

- Use font size 11-12 only. Only use basic style such as, Arial, Times New Roman or Calibri.
- DO NOT use the “header/footer” feature on your Word document. Manually enter your contact information.
- Duplicate your contact information on page 2 AND on your cover letter in the exact same format.
- Remove the existing “Career Services” headers and footers on your own personal resume.
- Avoid letting descriptions of your experiences carry over from page 1 to page 2.
- If you have a 2 page resume, print it on 2 separate pages (NOT double sided).
- If you have experience related to the job, move the “Experience” section before the “Education” section.

### *Tagline:*

- Use this new format instead of an “Objective Statement”.
- Some industries prefer a “Profile Summary” instead of a “Tagline”.
- For more details and examples, see “Modern Objectives Tip Sheet” in the Sample Resumes section of HireCentennial.

### *Other:*

- Include additional sections if they are relevant to the job OR if you are lacking experience (provide descriptions of your transferable skills if there is space to).
- Examples of additional sections you may want to include:
  - Community Involvement / Volunteer Experience
  - Project Work
  - Additional Achievements
  - Certifications and Training
  - Memberships
  - Professional Development

### ***Additional Tips and Advice:***

***\*\*For more detailed information on your resume, or to have your resume edited and reviewed, please book an appointment with Career Services through HireCentennial.***