**[Name]**

City, Province/Country | Email | Phone Number | Link to LinkedIn

**EDUCATION**

**[University Name] [City], [Province/Country]**

*Degree, Module, GPA* Expected [Graduation Date]

* **Honors/Awards:** [Optional, Scholarships]
* **Relevant Coursework/Additional Academic Info:** [Optional, Usually business-related courses]

[*You can also follow the format above and include your high school information here*]

**PROFESSIONAL EXPERIENCE**

**[Company Name**] **[City], [Province/Country]**

*[Position Title]* [Start Date] – [End Date]

* Beginning with your most recent position, describe your experience, skills, and resulting outcomes in 2-4 bullet points
* Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
* Quantify where possible

**[Company Name**] **[City], [Province/Country]**

*[Position Title]* [Start Date] – [End Date]

* Beginning with your next-most recent position, describe your experience, skills, and resulting outcomes in 2-4 bullet points
* Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
* Quantify where possible

**[Company Name**] **[City], [Province/Country]**

*[Position Title]* [Start Date] – [End Date]

* Describe your experience, skills, and resulting outcomes in 2-4 bullet points
* Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
* Quantify where possible

**VOLUNTEER EXPERIENCE**

**[Organization**] **[City], [Province/Country]**

*[Position Title]* [Start Date] – [End Date]

* Summary sentence stating what you did and the overall results of your work
* E.g. Recruited over xx members to club with promotional campaign

**SKILLS, ACTIVITIES & INTERESTS**

**Languages:** Fluent in [xx], Bilingual Proficiency in [xx]

**Skills:** [List any programming languages and technical skills]

**Certifications & Training**: [Any extra courses or programs relevant]

**Activities:** [Additional Student Clubs, Volunteer Work, Independent Activities]

**Interests:** [Keep this to 1 line and be specific]