

FIRSTNAME LASTNAME

youremail@queensu.ca | 613-533-6000 | <https://ca.linkedin.com/in/yourURL>

EDUCATION

Bachelor of Commerce, Smith School of Business, Queen's University, Kingston, ON **20XX – Present**

- Academic accomplishments/awards go here: i.e. Dean's List, Entrance Scholarship, GPA (if it adds value), etc.
- Area of specialization or highlight courses, if relevant
- Certificate in XXX [Candidate]
- Exchange to X School, City, Country (Fall or Spring 20XX)

Name of Diploma (i.e. Ontario Secondary School Diploma), High School Name, City/Town, Province or Region **20XX – 20XX**

- Academic accomplishments/awards go here: i.e. Ontario Academic Scholar, Academic Honour Roll, etc.
- Make this section about academics, not sports or other extracurriculars

PROFESSIONAL EXPERIENCE

Position 1, XYZ Widget Company, Kingston, ON **20XX – Present**

- Begin each bullet with an action verb; provide context relating to type of company within first bullet
- Describe impact/result (specific, concrete and measured) and show how closely you met (or exceeded) expectations
- Emphasize transferable skills which relate to the role for which you are applying

Position 2, Company, Town, Region, Country (if outside of Canada) **20XX**

- Begin each bullet with an action verb; provide context relating to type of company within first bullet
- Describe impact/result (specific, concrete and measured) and show how closely you met (or exceeded) expectations
- Emphasize transferable skills which relate to the role for which you are applying

Position 3, Company, Town, Region, Country (if outside of Canada) **20XX**

- Begin each bullet with an action verb; provide context relating to type of company within first bullet
- Describe impact/result (specific, concrete and measured) and show how closely you met (or exceeded) expectations
- Emphasize transferable skills which relate to the role for which you are applying

EXTRACURRICULAR EXPERIENCE

Volunteer Position Title, Helping Kids, Kingston, ON **20XX – Present**

- Begin each bullet with an action verb; provide context relating to type of company within first bullet
- Describe impact/result (specific, concrete and measured) and show how closely you met (or exceeded) expectations
- Emphasize transferable skills which relate to the role for which you are applying

Leadership Position Title, Company, Town, Region, Country (if outside of Canada) **20XX**

- Begin each bullet with an action verb; provide context relating to type of company within first bullet
- Describe impact/result (specific, concrete and measured) and show how closely you met (or exceeded) expectations
- Emphasize transferable skills which relate to the role for which you are applying

ADDITIONAL INFORMATION

- Member – Professional Organization
 - Delegate – Conference (20XX)
 - Language (degree of proficiency)
 - Current, concrete or interesting activities, listing either the time you commit, your role or your specific achievement(s)
 - Include unique activities that show your personality and can act as a conversation starter
-