**First Name (Assumed Name if applicable) Last Name**

1234 Street Name

City, Province, Postal Code

Email:

Cell:

LinkedIn:

**OBJECTIVE:**

Use a clear objective, include position, field and organization in which you wish to work. **Example:** To obtain a position at Deloitte in the field of cyber security, where I can utilize my skills, education and experience.

**HIGHLIGHTS OF QUALIFICATIONS:**

* 5-7 bullet point statements that include: experience, training, skills, relevant info specific to the job.
* Example: Aptitude for planning and organization, while remaining agile when priorities shift

**TECHNICAL SKILLS:**

List proficiency in areas not otherwise outlined in your academics or experience sections. Focus on tech skills most relevant to your desired position/career field. Tech skills might include: Computer skills, programming languages, common operating systems, software proficiency, data analysis, project management, technical writing, and any other industry specific skills. No soft skills in this section. Use a bullet point list or a simple table.

|  |  |
| --- | --- |
| * Example: Agile Development Process |  |
|  |  |
|  |  |
|  |  |

**EDUCATION:**

Add research, class projects, accomplishments which are related to your career for your current program only. List all education in reverse chronological order.

**Program, Diploma or Degree earned Date**

**School**, Location

**Program, Diploma or Degree earned Date**

**School**, Location

**CERTIFICATIONS:** Include section only if you have any that are relevant to the role. Include dates.

**PROFESSIONAL EXPERIENCE:**

Include accomplishments not just job duties. Should be listed in reverse chronological order (most recent first). Should consist of 5-7 bullet points including experience, training, technical and transferable skills. If your present role isn’t in your field list it with relevant transferable skills and accomplishments. Emphasize results by using numbers, percentages, dollars, to quantify and focus on potential employer’s needs. Use powerful action verbs.

**Job TitleMonth Year to Month Year**

**Company**, City, Province

**Job TitleMonth Year to Month Year**

**Company**, City, Province

**Job TitleMonth Year to Month Year**

**Company**, City, Province

**VOLUNTEER EXPERIENCE:**

Highlight activities (campus, community or volunteer) that demonstrate involvement in organizations and/or in leadership roles. Show transferable skills and accomplishments. Include dates.

**Activity/TitleMonth Year to Month Year**

**Organization**, City, Province

Delete all instructional copy in red text if you are using this as a template. Don’t forget to overwrite your copy for the sub headers.