**Your Name** Toronto, ON M4C 1Z1 | 416-111-9999  
 [name@gmail.com](mailto:name@gmail.com) | <https://www.linkedin.com/in/name/>

*[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…
* Experience in/with…
* Trained on…
* Knowledge of…
* Strong communication skills; multilingual in….
* Computer skills include proficiency in Microsoft Word, Excel, PowerPoint, etc. ….

**Education**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Full program name, bolded)**  September 2020 - Present

Centennial College, Toronto, ON *Expected graduation April 2020*

* *Optional: You may include your GPA if you feel it would contribute to your candidacy*
* *Optional: Describe project or lab work if you have limited experience OR create a separate “Project Work” section [see below].*
* *Optional: Relevant courses: [choose 6, only if related to the job]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**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]*

**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.*



**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Important Key Tips\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*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.*