**FIRST NAME LAST NAME** (Size 20, All Caps)

City, Province Postal Code | Phone Number | Professional Email

**SUMMARY OF QUALIFICATIONS** (Size 12, All Caps)

* Branding Statement (# years of experience in the field/industry) (Size 11-12)
* Branding Statement (# years of experience that are transferable + a catch phrase)
* Skills Statement – 1-3 job specific or transferable skills found in the job posting
* Duty or skill from job posting (put into your own words)
* Duty or skill from job posting (put into your own words)
* Duty or skill from job posting (put into your own words)
* Languages spoken (if applicable)

**EDUCATION AND PROFESSIONAL DEVELOPMENT** (Size 12, All Caps)

**Formal Program Name** | Degree Awarded | Month, Year Start – Month, Year Ended

Formal Name of School, City, Province (or Country if not in Canada)

**Formal Program Name** | Certificate Awarded | Month, Year Start – Month, Year Ended

Formal Name of School, City, Province (or Country if not in Canada)

**WORK EXPERIENCE** (Size 12, All Caps)

**Job Title** | Month, Year Started – Month, Year Ended

Formal Name of Company, City, Province (or Country if not in Canada)

* Action verb + job specific skill (write as an accomplishment statement)
* Action verb + job specific skill (write as an accomplishment statement)
* Action verb + job specific skill (write as an accomplishment statement)
* Action verb + job specific skill (write as an accomplishment statement)

**Job Title** | Month, Year Started – Month, Year Ended

Formal Name of Company, City, Province (or Country if not in Canada)

* Action verb + transferable skill (write as an accomplishment statement)
* Action verb + transferable skill (write as an accomplishment statement)
* Action verb + transferable skill (write as an accomplishment statement)
* Action verb + transferable skill (write as an accomplishment statement)

**VOLUNTEER EXPERIENCE** (Size 12, All Caps)

**Volunteer Job Title** | Month, Year Started – Month, Year Ended

Formal Name of Company, City, Province