

Resume Template



Your First & Last Name

Your current job or skill set
City and Province

Phone Number
Email

Summary

This is a brief paragraph to introduce yourself and promote your 'soft skills'. Soft skills are your personable traits and work ethos, such as strong communication skills, integrity and ability to work independently. In this section you should highlight the number of years experience you have in your field of work without repeating information you may need to list in other areas of your resume. This section should be short and concise, with some prominent highlights to catch the attention of the reader and encourage them to continue reading.

Skills And Experience

In this section you should have bullet points that simply highlight hard skills (certification and qualifications). This section needs to be kept short and impactful so that the reader scanning, quickly sees the relevant information.

- Qualifications
- Certifications
- Experience
- Transferable skills
- Additional skills or assets such as second language, flexibility, reliable transportation.

Employment History

In this section you will list your employment history starting with the most recent first. Describe briefly your duties and responsibilities; you can also note appraisals and accomplishments here. If you have any gaps in your employment history, you should list the reason for the gap or be prepared to explain during an interview.

Company Name, location

start and end dates

Position or Job Title

- List specific accomplishments, not just a list of job duties.
- Qualify or quantify work accomplishments by speaking of measurable results
- Focus on responsibilities that best match the job posting requirements.
- Keep your formatting consistent to create an easy-to-read document.

Education & Professional Development

Institution Name , location

completion date

Certificate, Designation, Degree.

- Add any significant academic achievements.
- Organization that delivered the training, professional designation, or certification. Specific designation, certification, or qualification obtained.

Volunteer/Community Involvement

Organization or Company Name, location

dates

Use this section to highlight any volunteer work or community service. Even if your volunteer work is not relevant to the job position can show your dedication to your community.

Note: Limit your resume to two pages maximum and focus on the last 7-10 years. You can add other headings according to the requirements of the job. Remember, one size does not fit all!