

# 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)

**Commented [MC1]:** If you have experience in the industry, use this branding format. Please see the example on the sample resume.

**Commented [MC2]:** If you do not have experience in the industry, use this branding format. Please see the example on the sample resume.

**Commented [MC3]:** No need to include English. It's assumed because the applicant lives, works and possibly went to school in Canada, they are able to speak and write English.

## 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)

**Commented [MC4]:** This section is arranged in reverse chronological order

**Formal Program Name** | Certificate Awarded | Month, Year Start – Month, Year Ended  
Formal Name of School, City, Province (or Country if not in Canada)

**Commented [MC5]:** If your education is more than 10 years old, leaving off the start/end dates is strongly recommended.

## 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)

**Commented [MC6]:** This section is arranged in reverse chronological order

**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)

**Commented [MC7]:** If you have experience in the industry, focus on the job specific skills you've done that you find in the job posting. Anything that's not found in the job posting, remove from your resume. Please see examples on the sample resume.

## VOLUNTEER EXPERIENCE (Size 12, All Caps)

**Volunteer Job Title** | Month, Year Started – Month, Year Ended  
Formal Name of Company, City, Province

**Commented [MC8]:** If you're new to the industry, focus on the skills that your previous and new industries have in common. Pick out the skills from the job posting that you've done well in the past.

**Commented [MC9]:** This section is arranged in reverse chronological order

**Commented [MC10]:** Bullet points are not necessary for volunteer positions, unless you do not have work experience to put on your resume.