

First Name Last Name

myemail@stfx.ca | Tel: 902-863-**** | LinkedIn

SKILLS

- Include skill statements that are applicable to the job. This section can be mix of technical, knowledge, and personal skills. Could be five to seven skill statements.
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EDUCATION

Degree Title | School, Location | Class of 2022

- Academic accomplishments/awards: i.e. Dean's List, Entrance Scholarship, GPA and Ranking (if it adds value), Major, etc.
- Highlight courses and project work for technical skills development etc (if applicable).

WORK EXPERIENCE

Job Title | Company Name, Company Location | Month-Month Year (hrs of commitment)

- Start bullets with action verbs. Summary line outlining focus and scope of work using concise bullet points (one to two bullets). Do not use "responsible for", "duties include", or "I". Typically go back the last three to five years. Start with most recent.
- Include benefit/contribution/accomplishment/achievement statement.
- Include skills/competencies gained as they relate to the new role (if you don't include a skills section on your resume).

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COMMUNITY INVOLVEMENT

Volunteer Job Title | Organization, Location | Month-month Year (hrs of commitment)

- Summary line outlining focus and scope of work using concise bullet points including benefit/contribution/accomplishment statements. Start bullets with action verbs. Do not use "responsible for", "duties include", or "I". Typically go back the last three to five years. Start with most recent.

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COMMUNITY INVOLVEMENT Continued

Volunteer Job Title | Organization, Location | Month-month Year (hrs of commitment)

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EXTRACURRICULAR

- Member – Professional Organization
- Current, concrete, or interesting activities (music, sports, theatre, and etc), listing the time you commit and your role