



## Resume Template

**[YOUR NAME]**

[Address]

[Address]

[Your email address]

[Telephone number where you can be reached]

[Link to your LinkedIn profile]

### **CAREER GOAL**

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Objective: A clear and targeted objective that will persuade the employer that you are the ideal person for the job. Limit yourself to two or three qualities, skills and achievements that make you stand out from the crowd. You can also use your career objective as a central message in your cover letter, which should be included with your resumé.

### **PROFESSIONAL EXPERIENCE**

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List your work experience, starting with the most recent. Include your professional achievements and briefly explain how they could make you the right person for the position.

Indicate the titles of jobs you have held, the dates and the organizations. For example:

**Commercial Account Manager – [Name of the company]**

**[Short sentence describing the company may be included here]**

*January 2014 to present*

Using a bulleted list, describe some of your most important tasks and professional achievements: be selective and highlight only your most significant accomplishments. Focus on results: illustrate your achievements and the impact your personal contributions have had on the organization. For example:

- Day-to-day: Assisted clients in developing strategies, made cold calls to new clients and visited existing clients; prepared monthly reports for management.
- Achieved a 30% increase in sales among my existing clients and acquired 20 new major clients in the past year.
- Received the Best Business Developer award in 2016.

Continue in this fashion and list all your previous relevant work experience using the same format.



## Resume Template

### EDUCATION AND TRAINING

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List your post-secondary education, professional designations, any relevant training courses you have taken or awards and distinctions related to the position for which you are applying.

For example:

**Bachelor of [indicate field]**

Name of establishment where it was earned

[graduating year]

**Winner of the Best Business Developer award**

Name of the establishment/organization that presented the award

[year received]

### OTHER QUALIFICATIONS

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**In this section, list the language(s) you are comfortable working in. Also include any computer, professional and/or technical skills.**

For example:

**Spoken and written languages**

French (spoken and written)

English (spoken and written)

Spanish (spoken)

**Computer skills:** [List software you are proficient in]

**Professional and/or technical skills:** [List]