**First Name Last Name**

(XXX) XXX-XXXX | Email@gmail.com |[www.linkedin.com/in](http://www.linkedin.com/in)

**Summary (optional)**

Write 3-4 lines or bullet points giving an overview of your resume. Highlight any major accomplishments and why you are interested in the particular company or industry. Talk about what value you can provide them. Remember this is the first impression and should be very brief but make the person want to read the rest of the resume.

**Education**

Name of University, Name of School Month/Year–Month/Year

Degree (e.g. Bachelor of Commerce) GPA (optional)

Relevant courses: XXXXX

***\*\*do not use bullet points in education section***

**Professional Experience**

**Organization Name** City, Province

***Position Title*** Month/Year–Month/Year

Write your main highlighted accomplishments.

* Think about how your task/project helped the company do better and how you added value to the company.
* Follow the format “Performed X by doing Y resulting in Z”
* Start with strong action verbs and avoid using responsible, helped, researched or assisted.

**Organization Name** City, Province

***Position Title*** Month/Year–Month/Year

* Write your main highlighted accomplishments.
* Think about how your task/project helped the company do better and how you added value to the company.
* Follow the format “Performed X by doing Y resulting in Z”
* Start with strong action verbs and avoid using responsible, helped, researched or assisted.

***\*\*repeat for all relevant positions***

**Volunteer Activities or Community Involvement**

**Organization Name, Institution Name** City, Province

***Title***  Month/Year–Month/Year

Brief description (1-2 lines).

* This might be activities related to a specific class or organization on campus or volunteer work experience.
* Try to show hard skills of projects you have worked on.
* You should also focus on leadership, teamwork, and management skills here