**SKILLS**

Communication

Discipline

Problem Solving

Leadership

Time management

People skills

Critical thinking

Handle stress

MS Office

**EDUCATION**

**Name of School**

(If you have a college/university degree, don’t include a high school diploma)

Degree earned

Years attended

City, Province

**PROFESSIONA DESIGNATIONS**

**PROJECTS**

## Company | Location | Position Title

### **MONTH 20XX - PRESENT**

* Grew digital marketing ROI by 14%”
* Designed and implemented work ticketing system.

**OBJECTIVE**

Your resume objective is a focused 2-3-sentence statement that demonstrates your interest and candidacy for the position you hope to land. As a student or entry-level candidate, you should consider writing an objective, tailoring it to each position you apply for. Take the time to write a compelling, custom objective.

(123) 123-7890

Your@email.com

Oakville, ON

LinkedIn

**OPRAH LEE**

Position you're seeking

English

French

Latin

90%

70%

99%

**AWARDS/ACHIEVEMENTS**

### **MONTH**

### **20XX**

## Company | Location

Enter name of your achievement

### **MONTH**

### **20XX**

## Company | Location

Enter name of your achievement

**PROFFESIONAL EXPERIENCE**

## Company | Location | Position Title

## Dates of Employment (start off with your most recent experience)

* Focus on your contributions, not your responsibilities. “Grew digital marketing ROI by 14%” is much better.
* Start your job description bullet points with active verbs rather than personal pronouns. For instance, “Designed and implemented work ticketing system.”

**Company |** Location | Position Title

## Dates of Employment

* Keep your bullet point descriptions at three lines or under. “Created nutrition and personal training plans for 30+ clients, helping clients lose 26 pounds on average.
* Write your job descriptions in the past tense, though you can write current experience in the present tense if you wish.

**Company |** Location | Position Title

**Dates of Employment**

* Keep your bullet point descriptions at three lines or under. “Created nutrition and personal training plans for 30+ clients.
* Write your job descriptions in the past tense, though you can write current experience in the present tense if you wish.

**LANGUAGES**