

NAME NAME

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HIGHLIGHTS

- Top three to five job specific skills that you want the interviewer to know about you
- Include (if applicable) number of years' experience in this line of work, related education, key strengths, technical and transferable skills, specialized knowledge, memberships (all relevant to the position)
- Ex: 5 years' experience in providing superior customer service
- Ex: Dynamic group presentation skills; relationship-focused; easily establish rapport with customers
- Ex: Business Administration Diploma

EDUCATION

Name of Program, Fleming College Dates Attended

- List skills learned in the program that will be relevant to the new employer
- Be sure to highlight experience gained in field schools, placements, applied projects etc. These could also be written up as separate job descriptions

VOLUNTEER EXPERIENCE

Job Title, Company/Organization, Place Dates Worked

- List relevant skills you used on the job, make sure they relate as closely as possible to the new opportunity
- Include accomplishments when applicable and remember to consider both technical/knowledge based skills as well as interpersonal skills
- Use descriptive action verbs with concrete examples

WORK EXPERIENCE

Job Title, Company/Organization, Place Dates Worked

- List relevant skills you used on the job, make sure they relate as closely as possible to the new opportunity
- Include accomplishments when applicable and remember to consider both technical/knowledge based skills as well as interpersonal skills
- Use descriptive action verbs with concrete examples

Job Title, Company/Organization, Place Dates Worked

- List relevant skills you used on the job, make sure they relate as closely as possible to the new opportunity
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REFERENCES AVAILABLE UPON REQUEST
