

Sample Student

Address Line

Phone Number

Address Line

Email

Highlight of Skills (Summary of Qualifications/Summary of Skills)

- 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
- Ex: Fluently bilingual – English & French

Education (Training/Certifications)

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.

Industry Licence/Certification, Name of Training Provider

Date Achieved

- List skills learned in the program that will be relevant to the new employer

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 as possible
- 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

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Volunteer Experience (Community Involvement)

Job Title, Company/Organization, Place

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Awards (Interests, Hobbies)

- List interests or hobbies that would be relevant to the employer, think about how the skills used in these experiences could potentially be used in the position you are applying for

References Available Upon Request