
Sample Student

Address Line | Address Line

Phone Number | Email

Related Skills (Related Qualifications/Summary of Skills)

Skill One

- List relevant skills, make sure they relate 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

Skill Two

- List relevant skills, make sure they relate 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

Skill Three

- List relevant skills, make sure they relate 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
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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.
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Volunteer Experience (Community Involvement, Community Experience)

Job Title, Company/Organization, Place

Dates Worked

- When using skills section job descriptions will be shorter but still include skills used
- Use descriptive action verbs with concrete examples

Job Title, Company/Organization, Place

Dates Worked

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Work Experience

Job Title, Company/Organization, Place **Dates Worked**

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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