

## Sample Student

Address Line  
Address Line

Phone Number  
Email

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

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Top three to five job specific skills that you want the interviewer to know about you</li> <li>• 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)</li> </ul> | <ul style="list-style-type: none"> <li>• Ex: 5 years' experience in providing superior customer service</li> <li>• Ex: Dynamic group presentation skills; relationship-focused; easily establish rapport with customers</li> <li>• Ex: Business Administration Diploma</li> <li>• Ex: Fluently bilingual – English &amp; French</li> </ul> |
|---|--|

### Education (Training/Certifications)

**Name of Program,** Fleming College, Town, ON

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.

**Previous Program,** Name of School, Place

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 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

- 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

- 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

### References Available Upon Request