

# FIRSTNAME LASTNAME

City, Ontario X6X 3X5 | [name.lastname@gmail.com](mailto:name.lastname@gmail.com) | 987-654-3210

LinkedIn profile URL

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## JOB TARGET TITLE

*This section is a strong opening paragraph that sums up your experience and goals in 3-4 lines, highlighting who you are and why you're amazing at what you do. Enthusiasm for your field/sector should come through as you define what sets you apart from the other people applying! Try to stand out, avoid using clichés. Explain your professional experience, top skills, qualifications and achievements to give the hiring manager a better idea of how your qualities can benefit their company. Here are a few elements you can include:*

*How many years of experience you have*

*Your specialty or area where you have the most experience*

*Your soft or hard skills that are relevant to the position*

*Any achievements you've accomplished that brought in results*

*Professional career goals*

*Keywords used in the job posting*

## SKILLS

- *Your skills, relevant to the job posting, displayed in bullet points*
- *Include professional skills (hard/technical skills) and personal skills (people skills)*
- *More information here: <https://ca.indeed.com/career-advice/resumes-cover-letters/professional-skills-vs-personal-skills>*

## WORK EXPERIENCE

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**Job Title** **month, year – month, year**

**Company Name | Country**

*Focus only on what's relevant to the position you're targeting*

*Responsibilities, Achievements - where possible, use measurements – numbers, percentage, dollars*

- (Action verb) + what you did (more detail) + reason, outcome or quantified results
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## EDUCATION & TRAINING

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**Certificate in BBB** **completion year**  
**Institution Name** | *Country*

**Bachelor's/Master's Degree - [Subject]** **graduating year**  
**University/College Name** | *Country*

### AWARDS/RECOGNITIONS/VOLUNTEER WORK (OPTIONAL)

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Award, recognition or volunteer work	Date
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