FIRST NAME **LAST NAME**

|  |
| --- |
| Full mailing address |
| Phone: number • cell: number • E-mail: appropriate address |

**QUALIFICATIONS SUMMARY**

* List skills, strengths, experiences related to the position you’re applying for. Recommend point form, see [examples](https://www.thebalancecareers.com/resume-profile-examples-2062828#what-is-included-in-a-resume-profile) here.
* Skill/strength
* Skill/strength
* Skill/strength
* Skill/strength

**EDUCATION**

**Burnaby South Secondary School** |Burnaby, BCSept 2017 – Present

* Electives? Special courses (“Advanced”, “Enriched”, “Career Prep”)? Tutoring?
* Awards? Grade Point Average (GPA)?
* Volunteer Work? Leadership Roles? Other highlights?

**WORK EXPERIENCE**

**Job title** Start Date – End Date Company Name | City, Province

* Details of position: describe all the skills, duties and responsibilities you had. **This can be listed using a few bullet points.**
* Accomplishment statement: describe any achievements in terms of impact and results. Use examples but kept it short.

**Job title** Start Date – End Date Company Name | City, Province

* Details of position: describe all the skills, duties and responsibilities you had. **This can be listed using a few bullet points.**
* Accomplishment statement: describe any achievements in terms of impact and results. Use examples but kept it short.

**VOLUNTEER EXPERIENCE**

**Job title** Start Date – End Date Company Name | City, Province

* Details of position: describe all the skills, duties and responsibilities you had. **This can be listed using a few bullet points.**
* Accomplishment statement: describe any achievements in terms of impact and results. Use examples but kept it short.

**AWARDS, CERTIFICATES AND RECOGNITIONS**

Provide a list and detail of each award, certificate or recognition you received. Don’t repeat information listed under education or skills. If not applicable, then delete this section.

**EXTRACURRICULAR ACTIVITIES AND INTERESTS**

It is good to have a couple that are “group” based and some that are “individual” based. List information that you think would be helpful in a job such as transferable skills. Include how long you’ve been involved in clubs/groups.