

Your Name

City, PROVINCE Postal Code | Phone Number | your@email.com

HIGHLIGHTS OF QUALIFICATIONS

- 5-7 bullet points each 1-2 lines describing your most relevant skills.
- This section serves as the hook to your resume and can be tailored from application to application using keywords from the job description to enhance your resume's relevance.
- This section as well as the rest of your resume should not include any first-person language; however, you may use first person in a cover letter.
- Did you know, recruiting spends an average of 7 seconds reviewing your resume during their first scan? A bulleted introduction is a great way to make your resume easy to skim through.

EXPERIENCE

Role Title

Month YYYY – Month YYYY

Company Name | City, PROVINCE

- These bullet points are your role summaries; they serve to summarize details of your experience that demonstrate your ability to assume the role you are applying for.
- One misconception about this section is that you must outline all the role's responsibilities but to elevate your resume it's important to refine and tailor your points.
- Another way to approach this section is to think of your bullet points as "accomplishment statements" showing your unique impact as a team member.
- It is helpful to include measurable/ numerical data in your role summaries to draw in the recruiter's eye and provide a clear understanding of the scope of your experience.

Role Title

Month YYYY

Company Name | City, PROVINCE

- Hint: To avoid using first person, try using adverbs or action words in past tense to start your role summaries (ex. Accurately processed transactions, Collaborated in a team of 8 peers).
- If a recruiter is using an Applicant Tracking System (ATS), using language from the job description can move you up their list (ex. MS 365 vs. Microsoft Office Software).
- Try explaining why your skills are important and valuable (ex. "Greeted clients" vs. "Maintained a welcoming environment for over 500 guests daily ensuring a clean, inviting, storefront").

EXPERIENCE *CONDENSED FORMAT*

Role Title | City, PROVINCE

Month YYYY

EDUCATION

Ontario Secondary School Diploma
Highschool Name | City, PROVINCE

Month YYYY – Month YYYY

- Honours/Awards

Month YYYY – Month YYYY

CERTIFICATIONS & TRAININGS

Certification Name | Company | City, PROVINCE

Month YYYY