# NAME
Phone number/e-mail
Address (City, Province)
LinkedIn URL (if available and ready to share)

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**HIGHLIGHTS OF QUALIFICATIONS** (optional / job or field specific)
- Experience related to the position (include number of years of applicable)
- Credentials/training/education relevant to the position
- Skills/strengths or knowledge relevant to the position with qualifying statements to back it up
- One or two skills/strengths that could be considered assets to the position
- Work ethic or values or technical skills relevant to position

**EDUCATION**

Honours Bachelor of....                                                                                      Year–present
Major in... (area of study); minor in... (if applicable)
McMaster University, Hamilton, ON
- Add any relevant subjects taken with a brief description of your learning (use action verbs)
- Add research/projects undertaken with brief description or results if possible
- Add academic awards if significant

**EMPLOYMENT EXPERIENCE** (other options: Experience, Volunteer Experience)

Position Title                                                                                                        Dates
Name of company or organization, City, Province
- Use 1-2 lines to describe your relevant activities in that position
- Consider using SAR formula (situation, action, result). Start with an action verb, then describe the task, followed by the result, accomplishment, outcome, or purpose
- Emphasize your transferable skills (leadership, organization, team work, etc.)

**Example:**

Position Title (Part-time)                                                                                      Dates
Name of company or organization, Hamilton, ON
- Trained staff on cash, debit and credit transaction, enhancing accuracy and minimizing transaction errors
- Responded to customers in an attentive manner while working in a busy downtown retail store, improving overall customer satisfaction
- Entrusted with manager's responsibilities while manager was off site and on vacation, demonstrating leadership in overseeing staff and maintaining smooth store operations

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**EXTRA CURRICULAR ACTIVITIES** and/or **VOLUNTEER EXPERIENCE**

*Treat your unpaid experiences similar to your paid positions. Examples of extra-curriculars can include: Job Shadow, MSU Clubs, Faculty Associations, etc.*

Position Title                                                                                          Dates
Name of club/charity/event, City, Province
• Describe what you did in this position
• Emphasize your transferable skills and any achievements

**TECHNICAL SKILLS** (optional)

*Headings can be adjusted to be more specific or general (Computer Skills, Language Skills, Business Skills, Additional Skills, Related Skills etc.). This is where you add any relevant "hard skills" or knowledge areas. Depending on the importance to the position, this heading may be on the first page.*

• Programming Languages: C/C++, Visual C++, Visual Basic
• Graphic Programs: Corel Draw, AutoCAD
• Office Applications: MS Word, MS Excel, MS PowerPoint

**INTERESTS** (optional)

Tennis: Competed extensively through Canada in various junior and senior tournaments
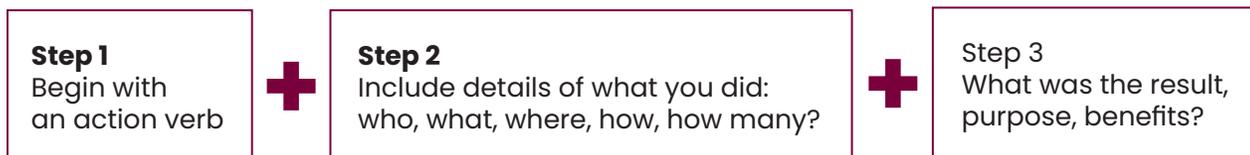Drama: Took major roles in high school and university drama
Public Speaking: Joined the local Toastmasters group to improve speaking skills

**Additional headings**

Use different headings in your resume depending on relevance to the position you are seeking. Some suggestions: Professional Profile, Research Experience, Relevant Experience, Additional Experience, Technical Skills, Awards and Grants, Lab Experience, Conferences and Presentations, Publications, Community Involvement, Professional Development

**Accomplishment statements**

Present your contributions by using accomplishment statements that give a clear impression of your capabilities and success:

| **Step 1** Begin with an action verb | **+** | **Step 2** Include details of what you did: who, what, where, how, how many? | **+** | Step 3 What was the result, purpose, benefits? |
| --- | --- | --- | --- | --- |

**Example:**

• **Before:** Provided customer service
• **After:** Provided customer service in a busy retail environment resulting in the creation of a loyal customer base and improved sales by 10%

• **Before:** Created manual for volunteers
• **After:** Created procedural and responsibilities manual for volunteers at a community agency, which reduced overlapping duties and increased efficiency

* Refer to the Accomplishment Statement tip sheet for more examples