Name

City, BC, Phone Number, Email, LinkedIn

## PROFILE SUMMARY

* Year Program student, concentration
* Specific years of experience that apply to the job
* Proficient at core listed skill
* Excellent at core listed skill
* Transferable skill you discuss later in resume
* Statement of what you value/want to work toward improving

## EDUCATION

**Bachelor of Arts, Major**  2018-2022

Institution Name City, BC

GPA: (if over 3.5) , key information like when you were on Deans List, scholarships, etc.

*Relevant courses:*

Course Title: Brief overview of course and how it applies to job.

Certificates Received

* Certificate Name, issuing organization

## EMPLOYMENT

**Job Title**  June 2020-October 2020

Organization City, BC

* 2-5 accomplishment statements, what you did, for whom, and the result/impact.
* Tell the employer what you did in a way that is relevant to the new position.
* Focus on skills and accomplishments, not duties.
* Use keywords from the posting you're applying for, add quantitative and qualitative details to show how effective you are.

## VOLUNTEER EXPERIENCE

**Position Title**  June 2020-Present

Organization City, BC

* 1-3 accomplishment statements, what you did, for whom, and the result/impact.
* Focus on skills and accomplishments, not duties, use keywords from posting when possible.

## EVENTS AND ORGANIZATIONS

**Event Name, Organization name**  2020-2021

* What you did for the event
* Or what you learned at it
* How long it was
* How many times you attended/organized it

**Interests and Hobbies:** What do you like doing for fun, especially if it’s something that ties to the position.