# PROFESSIONAL SUMMARY

Add a summary of your most important capabilities, skills and experiences. While being truthful and authentic about yourself, make sure you also consider the job you’re applying for and what the hiring manager is looking for. Leverage your elevator pitch in this section.

# Work Experience

## Enter Job Position Title Here

Company, Month/Year - Present

* Add one sentence descriptions of main job accomplishments or accountabilities –no more than 5 per role.
* In each, highlight 1-2 relevant skills/capabilities you used to achieve those accomplishments and what the result or impact was. Try to ensure a number/frequency in most statements and quantify the impact wherever possible.
* Ex: As an experienced sales manager, I motivated a diverse team through positive reinforcement and ongoing communication/feedback to increase our quarter over quarter sales results by 150%.
* Ex: As an effective communicator, I developed and delivered monthly strategy presentations, aligning over 20 national teams to our annual goals.
* Ex: As a server, I delivered exceptional customer experiences and was consistently rated 9/10 by customers who filled in our restaurant survey.

## Enter Job Position Title Here

Company, Month/Year – Month/Year

* Continue to add your relevant roles – you don’t have to place your entire career history, just the most relevant/recent experiences.

## Enter Job Position Title Here

Company, Month/Year – Month/Year

* Continue to add your relevant roles – you don’t have to place your entire career history, just the most relevant/recent experiences.

## Enter Job Position Title Here

Company, Month/Year – Month/Year

* Continue to add your relevant roles – you don’t have to place your entire career history, just the most relevant/recent experiences.

# Work Experience (continued)

## Enter Job Position Title Here

Company, Month/Year – Month/Year

* Continue to add your relevant roles – you don’t have to place your entire career history, just the most relevant/recent experiences.

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| EducationEnter Degree/Diploma Here (e.g. BA) in (Subject)University, City, Province, Month/Year – Month/YearAny additional details, e.g. Dean’s List, Scholarship AwardsEnter Degree/Diploma Here (e.g. BA) in (Subject)University, City, Province, Month/Year – Month/YearAny additional details, e.g. Dean’s List, Scholarship AwardsEnter Degree/Diploma Here (e.g. BA) in (Subject)University, City, Province, Month/Year – Month/YearAny additional details, e.g. Dean’s List, Scholarship Awards |  | PROFESSIONAL SKILLSCommunicationData InsightsBuilding RelationshipsCritical ThinkingInnovation |

|  |  |  |
| --- | --- | --- |
| Awards OR CERTIFICATIONSAward NameOrganization, City, Province Month, YearAny additional details**Certification Name**Organization, City, ProvinceMonth, Year |  | TECHNICAL SKILLSMicrosoft OfficeAdobe Creative SuiteHTMLJiraInVision |

# Languages & Other Interests

Add as pertinent or delete – this is a valuable place to add any community or volunteer work.