# OBJECTIVE

Description of desired area of work and your unique strength as a candidate; option to add industry/role if relevant; e.g. Ambitious professional with a knack for team building and driving results looking to apply my skills as a project manager in the Healthcare industry.

# SUMMARY OF QUALIFICATIONS

* Summarize most relevant roles/experience in paid or unpaid work (include number of years); e.g. 5 years of experience working and volunteering in hospitals and retirement living facilities.
* Most relevant degree, training or certification for this role; e.g. Effective project manager with a PMI certification.
* Summarize your most relevant accomplishment/skill/attributes; e.g. Able to plan, coordinate, and monitor tasks and projects from conception to completion.

# SKILL HIGHLIGHTS

**Skill/Capability Name**

## Include unique actions and outcomes beginning with action verb, leveraged from paid or unpaid work/academic or life experience.

**E.g. Networking and Partnering**

## Led the Silent Auction committee for a local charity fundraiser. Effectively leveraged the networks of the board and managed these relationships to compile over 20 items for the auction, raising $5500.

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| --- | --- | --- |
| EducationEnter Degree/Diploma Here (e.g. BA) in (Subject)University, City, Country, Month/Year – Month, YearAny additional details, e.g. Dean’s List, Scholarship AwardsEnter Degree/Diploma Here (e.g. BA) in (Subject)University, City, Country, Month/Year – Month, YearAny additional details, e.g. Dean’s List, Scholarship Awards |  | EXPERIENCE HISTORY**Most Recent Title**Organization, City, ProvinceMonth/Year - Month/Year**E.g. Volunteer - Programs**Silver Ridge Seniors Centre, City, ProvinceMonth/Year – Month/Year**E.g. Server**Big Eats Restaurant, City, ProvinceMonth/Year – Month/Year |

# Languages & Other Interests

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