# 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.

**Skill/Capability Name**

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

**Ex: 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 $5,500.

**Ex: Business Communication**

* Created and presented a social media strategy to a large corporation as part of my university coursework – received positive feedback from the executives, and several of the recommendations have been implemented.

# SKILL HIGHLIGHTS (continued)

**Skill/Capability Name**

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

## We recommend leveraging our ‘Unexpected Strengths’ exercise if you do not have relevant professional experience.

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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 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 HISTORYMost Recent TitleOrganization, City, ProvinceMonth/Year – Month/YearE.g. Volunteer - ProgramSilver Ridge Seniors Centre, City, ProvinceMonth/Year – Month/YearE.g. ServerBig Eats Restaurant, City, ProvinceMonth/Year – Month/Year |

|  |  |  |
| --- | --- | --- |
| Awards OR CERTIFICATIONSAward NameOrganization, City, Country Month, YearAny additional details**Certification Name**Organization, City, CountryMonth, 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.