

## Your First Name (Commonly Used Name if different) and Last Name

List your address, phone number and email here.

Use this header in your cover letters too. Do not include a photo, date of birth, marital status, nationality or other personal information when you apply to jobs in Canada.

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### SUMMARY OF SKILLS

- Summarize your most relevant work experience related to the job that you are applying to
- If you don't have a lot of work experience, start with a short summary of your academic background (summarize what you have studied before and are studying now)
- Describe your practical knowledge of the diverse aspects of the position
- List some of your relevant soft skills and technical skills that you'll be bringing to the position (and can prove later in your resume)
- List your personal characteristics, strengths and assets, as required by the job you are applying to (e.g. team work, creativity, problem solving)

### EDUCATION

**The name of the degree you are completing now** \_\_\_\_\_ date you will complete  
Royal Roads University, Victoria, B.C.

**The name of your most recent other degree or certification** \_\_\_\_\_ start and end dates of the program  
Name of the institution, city, province (if in Canada), and country (if outside Canada)  
*Add other degrees or certifications in this section if applicable*

### WORK EXPERIENCE

**Your most recent job title** \_\_\_\_\_ dates (month/year)  
Company name, city, province (if in Canada), and country (if outside Canada)

- List the most important related job duties and accomplishments here. Try to think of what you did in this job that you would also need to do for your target company
- Try to qualify (e.g. what kind of business?) and quantify (e.g. how many customers per day?) your work if possible and mention any special responsibilities or achievements

**Your previous job title** \_\_\_\_\_ dates (month/year)  
Company name, city, province (if in Canada), and country (if outside of Canada)

### VOLUNTEER WORK

Using the same format as the work experience section, you will list the details of any relevant volunteer work you have done.

### LANGUAGES

Name of the language, your level of proficiency (fluent or working knowledge), written and/or spoken.