

Firstname Lastname

111-111-1111 | lastname@outlook.com | http://www.linkedin.com/in/firstnamelastname

EDUCATION

John Molson School of Business, Concordia University

Montreal, QC

Bachelor of Commerce; Major in Accountancy

September 20XX – May 20XX

- **Academics:** Cumulative GPA: X.XX [If greater than 3.0]
- **Honors:** [Dean's Honor List], [Golden Key International Honor Society (top 15% of class)], [other achievement]
- **Relevant Coursework:** [Name relevant classes and include grade if deemed relevant]

[High School or CEGEP]

Montreal, QC

[High School/CEGEP Diploma]

September 20XX – June 20XX

- **Academics:** Cumulative GPA: X.XX [Not necessary]
- **Activities:** [Varsity Athlete], [Club President], [other relevant leadership/activities], [other relevant leadership/activities]

PROFESSIONAL EXPERIENCE

[Firm Name]

Montreal, QC

[Fall/Winter/Summer Tax Intern]

Month 20XX – Month 20XX

- Completed a XX-week internship at a [firm description]
- [Action verb] [...] [end result]
- [Action verb] [...] [end result]
- [Action verb] [...] [end result]

[Firm Name]

Montreal, QC

[Fall/Winter/Summer Audit Intern]

Month 20XX – Month 20XX

- Completed a XX-week internship at a [previous firm description]
- [Action verb] [...] [end result]
- [Action verb] [...] [end result]
- [Action verb] [...] [end result]

LEADERSHIP

Student Society

Montreal, QC

[Role]

Month 20XX – Present

- [Action verb] [...] [end result]
- [Action verb] [...] [end result]
- [Action verb] [...] [end result]

[Other Student Society]

Montreal, QC

[Role]

Month 20XX – Month 20XX

- [Action verb] [...] [end result]
- [Action verb] [...] [end result]
- [Action verb] [...] [end result]

[Case Competition]

Montreal, QC

[Role]

Month 20XX – Month 20XX

- [Action verb] [...] [end result]
- [Action verb] [...] [end result]
- [Action verb] [...] [end result]

ADDITIONAL INFORMATION

Technical Skills: Excel, PowerPoint, [Other relevant skills.]

Languages: English (fluent/native), French (fluent/native), [other language]

Interests: [interest 1], [interest 2], [etc.]

NOTE:

[To edit, download the document as a Word document]

- **Education:** If you are not displaying your GPA and/or you were not granted any awards, you can replace those two lines with something like **Activities**. You can then briefly mention your involvement.
 - If you have just started your undergraduate studies and had a good r-score/GPA from CEGEP/High school, include it. Employers and some student society will look at it.
- **One full page resume**, no extra line under/over. Add your high school before CEGEP or whatever.
- **Professional Experience and Leadership:** Describe your tasks and emphasize the impact you brought to the firm. Quantify your results if possible.
 - If you are starting an internship soon, you can include it in your resume as: Incoming XYZ Intern. As a description, you can say: Expected tasks: xyz
- **Leadership** can be anything, as long as it aligns with your personal narrative and storytelling. Ex: Competitive sports, case comps, volunteering, etc.
- **Interests:** These should be genuine interests; they will ask you about it during the interview.
- **Quadruple check for typos**
- **You should be familiar with your resume inside and out. If we ask you to walk us through your resume, nothing should be left aside.**
- **No colour on your CV; change the font colour of your hyperlink to black.**
- **Always export your CV as PDF.**