# Firstname Lastname

111-111-1111 | flastname@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**

[Role]

Student Society

[Role]

Month 20XX – Present

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

#### [Other Student Society]

Montreal, QC

Month 20XX - Month 20XX

Month 20XX - Month 20XX

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

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

### [Case Competition]

Montreal, QC

[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.
  - o 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.
  - o 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.