FIRSTNAME LASTNAME (LOGO HERE)

email, phone number

EDUCATION

Bachelor of Commerce, Smith School of Business, Queen's University, Kingston, ON **Class of 2020**

- Academic accomplishments/awards: i.e. Dean's List, Entrance Scholarship, GPA (if it adds value), etc.
- Highlight courses and project work for technical skills development, theoretical training, etc.

Name of Diploma (i.e. Ontario Secondary School Diploma), High School Name, City/Town, Province or Region
Grad Year

- Academic accomplishments/awards: i.e. Ontario Academic Scholar, Academic Honour Roll, etc.
- Keep this section to academics only – leadership and extracurriculars will go in the lower sections

Additional Qualifications

- (if applicable i.e. Canadian Securities or Actuarial courses) City, Province **Year**

PROFESSIONAL EXPERIENCE

Example Position, XYZ Widget Company, Kingston, ON **2016 – Present**

- Summary line outlining focus and scope of work using concise bullet points
- Describe impact of results within role (specific, concrete and measured) starting bullets with action verbs
- Show how closely you met (or exceeded) expectations focus and scope of work using concise bullet points

Position 2, Company, Town, Region, Country (if outside of Canada) **2015**

- Summary line outlining focus and scope of work using concise bullet points
- Describe impact of results within role (specific, concrete and measured) starting bullets with action verbs

Position 3, Company, Town, Region, Country (if outside of Canada) **2014**

- Summary line outlining focus and scope of work using concise bullet points
- Describe impact of results within role (specific, concrete and measured) starting bullets with action verbs

EXTRACURRICULAR EXPERIENCE

Sample Volunteer Position, Helping Kids, Kingston, ON
2016 – 2017

- Summary line outlining focus and scope of work using concise bullet point
- Describe impact of results within role (specific, concrete and measured) starting bullets with action verbs

Position, Company, Town, Region, Country (if outside of Canada)
2016

- Summary line outlining focus and scope of work using concise bullet point
- Describe impact of results within role (specific, concrete and measured) starting bullets with action verbs

Position, Company, Town, Region, Country (if outside of Canada)
2015

- Summary line outlining focus and scope of work using concise bullet point
- Describe impact of results within role (specific, concrete and measured) starting bullets with action verbs

ADDITIONAL INFORMATION

- Member – Professional Organization
- Current, concrete, or interesting activities, listing either the time you commit or your role