How to use this template: replace everything in [brackets]. Gray "Tip" lines are guidance only, so delete them and this box before you send. Keep it one column with no tables, text boxes, headers or footers so every ATS can read it. Save as FirstName_LastName_Resume.pdf (or .docx if the posting asks for Word).

[FIRST LAST]

[PROFESSIONAL JOB TITLE]

[City, Province/State] | [email@email.com] | [000-000-0000] | [linkedin.com/in/yourname]

Tip: Match the job title line to the exact title in the job posting. Keep contact info in the body, not in a header, so the ATS picks it up.

SUMMARY

[Sentence 1: Start with your job title, how many years you have done this work, and the types of companies you have worked for.] [Sentence 2: Say what you are best at and how it helps a business. Use words from the job posting.] Example: Project coordinator with 4 years of experience supporting marketing and tech teams at growing companies. Skilled at keeping projects on schedule, tracking budgets and making sure everyone knows what comes next.

- [Share a result you are proud of that fits the job, and add a number to it. Example: Kept 15+ projects on schedule in 2025 by setting up a shared tracker in Asana.]
- [Add a second result with a number. Example: Cut weekly meeting time by 5 hours by moving the team to written status updates.]

Tip: Keep it to 2 sentences and 2 to 3 bullets. If you don't have strong numbers yet, skip the bullets and write 3 to 5 sentences instead.

SKILLS

[Area of expertise] | [Area of expertise] | [Area of expertise] | [Area of expertise] | [Area of expertise]
[Area of expertise] | [Area of expertise] | [Area of expertise] | [Area of expertise] | [Area of expertise]

Tip: This keyword line is what helps most with ATS matching. If you're not tweaking your resume for each job application, add general keywords for your field and your technical skills here.

PROFESSIONAL EXPERIENCE

[Company Name] [City, Province/State]
[Job Title] [Mon YYYY] – Present
[Briefly describe the company in 1 to 3 lines: its product or service, its customers, its size (staff and revenue range) and where it does business. Example: Brightpath Digital is a marketing agency that builds websites and ad campaigns for small businesses across Canada. The company has 60 employees and 7-figure yearly revenue.]

- [Describe your role at a high level: who you report to, the size of your team, and the main goal you help the business reach. Example: Report to the Director of Projects and support a team of 8 designers and developers, keeping client projects on time and on budget.]
- [Share a key result backed by a number, and show how it helped the company grow, save money or run better. Example: Raised on-time project delivery from 70% to 95%, which helped the agency keep 9 out of 10 clients each year.]
- [Show your reach: how many clients, users, locations or regions your work covers. Example: Coordinate 10 to 12 client projects at a time for businesses in 4 provinces.]
- [Add a dollar figure: revenue you brought in, costs you cut, or a budget you handled. Example: Track budgets for $500K worth of projects and flag overspending early, saving about $40K last year.]
- [Add a win with a clear time frame. Example: Launched 6 client websites in one quarter, 2 weeks ahead of schedule.]
- [Finish with 1 or 2 more results you can measure. Aim for 5 to 7 bullets in all. Example: Built a new project intake form that cut kickoff time from 2 weeks to 5 days.]

Tip: Start each bullet with an action verb (led, built, grew, reduced, recruited). Use present tense for your current role, past tense for older ones.

[Company Name] [City, Province/State]
[Job Title] [Mon YYYY] – [Mon YYYY]
[Briefly describe the company in 1 to 3 lines: its product or service, its customers, its size (staff and revenue range) and where it does business.]

- [Your role in one line: who you reported to, your team size and what you were in charge of]

- [Your biggest win with a number, e.g. Reduced turnover by 15% year over year]
- [A result that shows your reach, money impact or speed]
- [One more result you can back up with a number]

[Company Name] [City, Province/State]
[Job Title] [Mon YYYY] – [Mon YYYY]
[Briefly describe the company in 1 to 3 lines: its product or service, its customers, its size (staff and revenue range) and where it does business.]

- [What you were hired to do and who you reported to]
- [Your best result from this role, with a number]
- [Another result worth sharing]

Tip: Older or less relevant roles only need 2 to 3 bullets. Put the most relevant bullets for the job you're applying to at the top.

CERTIFICATIONS

[Certification Name] [YYYY]
[Issuing Organization]

[Certification Name] [YYYY]
[Issuing Organization]

Tip: Use the full official name of each certification, since recruiters often search for it word for word. Delete this if you don’t have any certifications.

ADDITIONAL SKILLS

[Language: Native English] | [Language: Fluent Spanish] | [Software: Advanced Excel] | [Other relevant skill]

Tip: Languages, software level and anything else useful that didn't fit above. Keep it to 1 to 2 lines.

EDUCATION

[Degree, Major] [YYYY]
[School Name], [City, Province/State]

[Diploma or Degree, Major] [YYYY]
[School Name], [City, Province/State]