ALEXANDER DUNN

PROFESSIONAL TITLE

When crafting your resume, highlight what sets you apart—your unique skills, talents, and what drives your enthusiasm. Make sure to connect these attributes to how they make you an ideal candidate for the job. Be confident in showcasing your strengths! The more assertive you are about your contributions, the better your chances. Additionally, include specific numbers to support your accomplishments.

555-555-555 | alexander.d@example.com | 123 Toronto, ON | Linkedin/in/username

WORK EXPERIENCE

Position Title Here

Company, Location | Date - Present

- Customize your resume for each job application by emphasizing the skills and experience most relevant to the position. For instance, when applying for a marketing manager role, focus on your experience with marketing campaigns and revenue growth.
- Quantify your achievements whenever possible to illustrate the impact of your work. For example, replace "Increased sales" with "Boosted sales by 15%."
- Provide specific examples to demonstrate your skills and experience. This makes your resume more concrete and memorable. For example, instead of "Experienced in customer service," write "Delivered exceptional service to over 1,000 customers monthly."

Position Title Here

Company, Location | Date - Date

- Include three to four bullet points for each job position to provide recruiters with a clear overview of your skills and experience. Keep each bullet point between two and three lines long.
- When applying for a job in a new field, emphasize transferable skills from previous roles that will benefit the new position. For example, if applying for a marketing role without direct experience, highlight your communication, problem-solving, and teamwork skills.

EDUCATION & CERTIFICATIONS

Master's Degree in Major

Date – Date

University, Location

Bachelor's Degree in Major

Date – Date

University, Location

PROFESSIONAL DEVELOPMENT

Class, Course or Workshop

Date – Date

Organization, Location

Class, Course or Workshop

Date – Date

Organization, Location