

[FIRST NAME] [LAST NAME]

[City], [Province] | [123-456-7890] | [firstname.lastname@email.com] | linkedin.com/in/[yourname]

PROFESSIONAL SUMMARY

[Job title / field] with [X] years of experience in [industry or specialty]. Proven track record of [key achievement with a number, e.g., reducing processing time by 25%]. Skilled in [skill 1], [skill 2] and [skill 3]. Seeking to contribute to [type of team or organization] as a [target role].

CORE SKILLS

Technical: [Skill] | [Skill] | [Skill] | [Skill] | [Skill]

Professional: [Skill] | [Skill] | [Skill] | [Skill] | [Skill]

Languages: [Language] ([level]) | [Language] ([level]) | [Language] ([level])

PROFESSIONAL EXPERIENCE

[Most Recent Job Title] [Mon YYYY] – Present

[Company Name], [City], [Province]

- [Action verb] + [what you did] + [measurable result, e.g., increased client retention by 18% in 12 months].
- [Action verb] + [what you did] + [scope, e.g., led a team of 6 across 3 regional offices].
- [Action verb] + [what you did] + [result, e.g., cut reporting time from 5 hours to 1 hour a week].
- [Action verb] + [what you did] + [result].

[Previous Job Title] [Mon YYYY] – [Mon YYYY]

[Company Name], [City], [Province]

- [Action verb] + [what you did] + [measurable result].
- [Action verb] + [what you did] + [measurable result].
- [Action verb] + [what you did] + [measurable result].

[Earlier Job Title] [Mon YYYY] – [Mon YYYY]

[Company Name], [City], [Province]

- [Action verb] + [what you did] + [measurable result].
- [Action verb] + [what you did] + [measurable result].

EDUCATION

[Degree / Diploma], [Field of Study] [YYYY]

[University / College], [City], [Province or Country]

CERTIFICATIONS & TRAINING

- [Certification name], [Issuing body], [YYYY]
- [Licence or designation, e.g., in progress or completed], [YYYY]

VOLUNTEER EXPERIENCE

[Volunteer Role] [YYYY] – [YYYY]

[Organization], [City], [Province]

- [Action verb] + [what you did] + [result or impact].