

FIRSTNAME LASTNAME

Apartment # - Street # and Street Name
City ON Postal Code

(416) 000-0000
(905) 000-0000
Email ID

OBJECTIVE

A Position in your field

HIGHLIGHTS OF QUALIFICATIONS

- Experience
- Education (preferably related to experience. If not related to recent experience, then state it further down in the Highlights)
- Certification
- A Quantifiable Achievement to demonstrate your uniqueness and “hook” the employer (Must be Measurable...include %, US\$, numerical figures and phases like saved time, reduced costs, increased profits, eliminated wastages, reduced overheads, curtailed expenditure, enhanced company reputations, increased market share)
- Area of expertise, strong knowledge and excellence (Hard and Transferrable skills)
- Equipment, tools, methodologies that you have used
- International or Multinational experience
- Computer proficiency (including MS Office and sector specific software)
- Linguistic skills (Language proficiency)

SKILLS AND EXPERIENCE

Your First Function Subheading Goes Here (this is NOT your position title, but a skill)

- Start line with verb (action word) using past tense, type in your different duties/responsibilities/activities for the above function subheading (Keep typing and it will flow to another line without a bullet. Once you need to create another bullet, hit Enter)
- And you will have another bulleted line (Follow same instruction as above line)
- Another line
- Another line
- Another line

Your First Function Subheading Goes Here (this is NOT your position title, but a skill)

- Start line with verb (action word) using past tense, type in your different duties/responsibilities/activities for the above function subheading (Keep typing and it will flow to another line without a bullet. Once you need to create another bullet, hit Enter)
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- Another line

EMPLOYMENT HISTORY

Position held at the latest company/organization	1999 – 1999
Name of the company, City, Country	
Position held with company/organization	1999 – 1999
Name of the company, City, Country	
Position held with company/organization	1999 – 1999
Name of the company, City, Country	
Position held with company/organization	1999 – 1999
Name of the company, City, Country	

(Start with your most recent degree first. If Master and Bachelor degree are in the same field, then only state the highest degree)

EDUCATION

Name of Degree	Year of Graduation/Completion
Name of the Educational Institution / University, Country	
Name of Degree	Year of Graduation/Completion
Name of the Educational Institution / University, Country	

PROFESSIONAL DEVELOPMENT COURSES

Name of the course, Educational Institution, Country	1999
Name of the course, Educational Institution, Country	1999

MEMBERSHIPS AND AFFILIATIONS (only if relevant to your profession)

Member, Organization, Country 1999 - 1999

VOLUNTEER AND COMMUNITY WORK (if required)

Title/Position, Organization, Country	1999 – 1999
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INTERESTS (optional)

Your personal interests go here (maximum 3)

REFERENCES AVAILABLE UPON REQUEST (optional)