Full Name

City, Province | student@uleth.ca | 403.000.0000 | Linkedin.com/fullname

SKILLS SUMMARY

* Skill: Example (provide up to 5 skills that are listed on the job posting. Provide a description and example(s) of your experience that relates to the job posting)
* *Ex.* ***Public Speaking:*** *Confident public speaker to small and large groups, ranging from 30-200 people.*

TECHNICAL SKILLS

* Technical Skill Category: List names of equipment/programs/etc.
* Ex**. Graphic design tools**: Adobe Creative Suite (InDesign, Photoshop, Illustrator) | MS Publisher
* Ex. **Lab Equipment**: Pipetting | DNA Extraction | PCR Analysis | Titration | Microscopy
* Ex. **Programming languages**: C#/.NET | Python | C++ | Java
* Ex. **Technical programs**: SharePoint | Excel | PowerPoint | R studio | Power BI

EDUCATION

**Full Degree Title – Major (minor optional)** Month Year – Month Year

School Name | City, Province

* Current Co-operative Education student
* GPA (Ex. 3.0/4.0 – only add if over 3.0)
* Awards - Title and year (Ex. *Faculty of Arts* *Dean’s list (20XX))*
* List 5 Relevant course titles: (Ex. *Human Resource Management and Labour Relations, Advanced Organizational Behaviour, Financial Accounting, etc.*)

RELATED EXPERIENCE (experiences related to the position/field to you are applying to)

**Position Title** Month Year – Month Year       
Organization Name | City, Province/Country

* Accomplishment statement *(Add 3 that use the formula* ***Verb + Task + Result that showcase a skill developed that the organization wants****. Back up your achievements with figures, percentages, and data where possible.)*
* Ex. *Researched timely issues, keeping in mind local interests and our target audience in order to increase readership of a weekly e-newsletter and quarterly magazine*.

**Position Title**  Month Year – Month Year

Organization Name | City, Province/Country

* Accomplishment statement *(Add 3 that use the formula* ***Verb + Task + Result that showcase a skill developed that the organization wants****. Back up your achievements with figures, percentages, and data where possible.)*
* Ex. *Composed and published effective magazine advertising copy, press releases and letters as part of a successful fundraising campaign that generated $10,000.*

ADDITIONAL EXPERIENCE (transferable experiences to the position/field to you are applying to)

**Position Title** Month Year – Month Year         
Organization Name | City, Province/Country

* Accomplishment statement *(Add 3 that use the formula* ***Verb + Task + Result that showcase a skill developed that the organization wants****. Back up your achievements with figures, percentages, and data where possible.)*
* Ex. *Create a welcoming environment for customers by thoroughly & efficiently cleaning equipment at the end of each shift, encouraging them to return.*

CERTIFICATION/TRAINING

**Title** – City, Province/Country Month Year

(Ex. WHMIS | Lethbridge, AB 20XX

PROJECTS AND COURSEWORK

**Project Title | Class Title**

University of Lethbridge | Lethbridge, AB Month Year – Month Year

* Project description and skills developed - *use the formula* ***Verb + Task + Result that showcases a skill developed that the organization wants****.*

CLUBS/MEMBERSHIPS/EXTRACURRICULAR ACTIVITIES

**Title** – City, Province/Country Month Year – Month Year

INTERESTS

* Interest and information *(Provide up to 5 interests that are relevant to your professional and academic goals)*
* *Ex. Runner | Trained for 6 months and ran the MBO Vancouver Half Marathon 20XX*

**Note**: **Remove the red highlighted information after creating your content.**