**ONLY KEEP INFORMATION THAT APPLIES TO YOU AND REMOVE UNNECESSARY INFORMATION. Remove all irrelevant notes/suggestions highlighted in yellow.**

## **FIRST NAME LAST NAME**

**professionalemail@gmail.com • 514.123.4567**

## **LinkedIn profile link**

**SUMMARY OF SKILLS AND QUALIFICATIONS**

**Operating Systems │** Example: Windows 10 • Linux • Unix • Mac • Unix • Mobile

**Applications │** Example**:** MS Office: Word • Excel (VLOOK UP, MACROS) • PPT • Access • MS Project

**Other│** Example:Bloomberg • ERP • Capital IQ • SDC • DT MAX • Photoshop • InDesign • Visio • AutoCAD • CATIA • GitHub • 3D Modelling

**Programming │** Examples: C++ • C# • Java • JavaScript • Ruby • Haskell • Python (beginner) • PHP • HTML • CSS • MATLAB • Revit

**Platforms│** Example: Oracle • SAP • Salesforce • ERP • Facebook • Instagram • LinkedIn • Twitter

**Processes │** Quality Assurance • Agile • Scrum • Six Sigma • SCOR • Lean Six Sigma • BPM • Kaizen

**Languages │** French – Mother tongue/Advanced/Intermediate/Basic • English – Level • Other – Level

**Licenses & Certifications │** Valid driving license • ASP-Construction – Health and Safety (2023), CPR (valid till 2024)

**EDUCATION**

**Master of Science – Finance Co-op [or]** **2023-2025 (Expected)**

**Master of Engineering – Mechanical Engineering Co-op**

Concordia University, Montreal, QC

* General description

**Bachelor of Arts – Economics** **2019- 2022**

Concordia University, Montreal, QC

* Relevant Courses: provide 2 or 3 relevant courses (course name, not course number)
* GPA 3.57/4.30 **(optional)**

**WORK EXPERIENCE**

**Position Title**  **Oct 2022 - present**

Name of Company or Organization, City, Province

* Include 3-5 bullet points to define industry specific and/or transferable skills used/or learned
* Use action verbs to give your experience more impact (present tense for current experience and past tense for past experience)
* [Simple formula](https://www.linkedin.com/pulse/article/20140929001534-24454816-my-personal-formula-for-a-better-resume): Managed [X] as measured by [Y] by doing [Z]
* Start with an active verb, numerically measure what you accomplished, provide a baseline for comparison, and detail what you did to achieve your goal
* Do not use any “I” language (e.g. “I helped my team achieve our results”)
* **Core Competencies:** Emphasize 3-4 competencies (e.g.: leadership, initiative, research, organization, communication (oral, written, interpersonal), problem solving, adaptability

**VOLUNTEER WORK / EXTRA-CURRICULAR ACTIVITIES**

**Position Title Sept 2021 - Aug 2022**

Name of Organization, City, Province

* Provide one or two bullets showcasing your volunteer involvement. It is helpful for the reader to indicate dates where applicable to know whether this was done over time or whether it was for a one-time event

**AWARDS & RECOGNITION (If related to academics include this within the Education section)**

**Name of Award,** Brief Description (if applicable) **Apr 2022**

**If all of your examples are related to sports – consider changing your heading to Athletic Achievements**

**INTERESTS**

**Experience Abroad** France (2019)

**Reading** Bloomberg, novels

**Sports** Basketball (2017-2018), dance (2020)

**Passions** Programming, piano (2018 - present)