*\*Sections presented in italics are meant to provide more information about the section’s content and should be deleted.*

# Summary of skills

* *Add here about 4 to 6 (max) bullets that summarize your expertise in order of relevance.*
* *The first bullet can be related to education if your education background fits the job well.*
* *This can be followed by three bullets related to technical skills relevant to the job.*
* *Finally, a bullet for transferable skills such as communication, teamwork, organizational skills etc. relevant for the job.*

# Education

*TITLE OF DEGREE YEAR AND MONTH COMPLETED/ANTICIPATED*

*NAME OF INSTITUTION*

* *If this is graduate school, you can add here the title of your thesis/research project and names of supervisors. This is not required.*

*TITLE OF DEGREE YEAR AND MONTH COMPLETED/ANTICIPATED*

*NAME OF INSTITUTION*

*TITLE OF CERTIFICATE/DIPLOMA YEAR AND MONTH COMPLETED/ANTICIPATED*

*NAME OF SCHOOL*

# Work experience

*(In reverse chronological order, so your most recent job is listed first.)*

*TITLE OF POSITION DURATION (YEARS ONLY IF MORE THAN A YEAR)*

*NAME OF ORGANIZATION*

* *Add about 4 bullets with skills you obtained, learned, utilized during the position that are relevant for your current application.*
* *Use action verbs at the beginning of each bullet. (see list of action verbs)*
* *Do not replicate what was in the job description*
* *Prioritization is necessary here.*

*TITLE OF POSITION DURATION (YEARS ONLY IF MORE THAN A YEAR)*

*NAME OF ORGANIZATION*

* *Same structure as above*

*TITLE OF POSITION DURATION (YEARS ONLY IF MORE THAN A YEAR)*

*NAME OF ORGANIZATION*

* *Same structure as above*

# volunteer experience

*TITLE OF POSITION DURATION (YEARS ONLY IF MORE THAN A YEAR)*

*NAME OF ORGANIZATION*

* *Add this only if relevant*
* *Use the same structure as described above*

# other skills

* *List skills now mentioned before that are also relevant. These can include computer software, foreign language skills.*

# activities

* *List relevant interests, passions.*
* *Make sure to remain relevant. These can include sports, hobbies etc.*
* *You can also use this section to mention other achievements like certification, relevant travel, publications etc.*

# references

* *Usually note that ‘References will be available upon request’.*
* *You can provide references if they are requested in the job posting.*