*\*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

## Skill area *(Group your skills into skill areas.)*

* *List skills and accomplishments from paid work, volunteer work, extra-curricular activities and academic work.*
* *4 bullets are optimal*
* *Use action verbs in describing your skills*

## Skill area

* *List experiences under skill area 2*
* *4 bullets are optimal*

## Skill area

* *List experiences under skill area 3*
* *4 bullets are optimal*

# Work history

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

*NAME OF ORGANIZATION*

(*Here you do not list any skills associated with the job)*

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

*NAME OF ORGANIZATION*

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

*NAME OF ORGANIZATION*

# volunteer experience

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

*NAME OF ORGANIZATION*

# 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.*
* *These reveal your personality and values so ensure to be targeted.*
* *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.*