**Your Name in bold and/or large**

**Address**

**Phone number/e-mail**

**CAREER OBJECTIVE**

*Outline your short-term career objective This section could be anywhere from 2 to 3 lines.*

**LANGUAGES**

English and French (Fluent)

**SKILLS**

*Depending on your skills, this section could also be entitled or subtitled Computer Skills, Technical Skills, Laboratory Skills, or Research Skills. Include all software and hardware knowledge, lab techniques, equipment and specific methodologies you are familiar with.*

**EDUCATION**

* **Bachelor of \_\_\_\_: Honours: Percentage: Division date – date**

**College:**

**Board:**

* **High Secondary School Leaving Certificate: Stream: Percentage: Division date – date**

**School/College:**

**Board:**

* **Secondary School Leaving Certificate: Percentage: Division date – date**

**School:**

**Board:**

**CAREER-RELATED EXPERIENCE**

*List all experience relevant to your career objective including your paid employment, extra-curricular activities and volunteer work*

**Position Title (in bold) date**

Name of company, organization or club, City, Province

* *use “one-liners” to describe your activities and “action verbs” to give more impact*
* *at least one of these should describe an initiative you took or an achievement you had with results*
* *consider using the P.A.R. formula ( problem, action, result)*
* *emphasize your “transferable skills”: leadership, organization, communication, creativity, etc.*
* *you can specify if the position was contract, part-time or summer if you like*

**News Editor (summers) date - date** The McGill Daily – McGill University, Montreal Quebec

* Oversaw and planned the news section
* Researched and compiled news leads, and conceived story ideas
* Edited articles and instructed reporters on effective writing techniques
* Wrote general and investigative articles concerning today’s health issues, eg. “The Link between Hot Dogs and Memory Loss”
* Created first International News section resulting in a twenty percent circulation increase

(Add other positions if applicable)

**OTHER EXPERIENCE**

*List other extra-curricular activities and volunteer experience that are not directly relevant to the job that you have applied.*

**Position Title (in bold) date**

Name of company or organization, City, Province

* *describe what you did in this position*
* *emphasize your “transferable skills”*

(Add other positions if applicable)

**AWARDS AND ACCOMPLISHMENTS**

*List your awards, scholarships and distinctions here if they are numerous. If you have only a few awards or if they are prestigious, you may include them under the relevant degree program, under education.*

**ACTIVITIES AND INTERESTS**

*This section will include any additional information about activities you are involved in or interests you have that are not included above. Avoid “reading, sports, films” which is too general. Be creative and specific. This is often the section where employers look to start an “icebreaker” conversation. Some activities could include the following:*

* *Sports Activities – mention levels of competition and any prizes awarded in a particular sport.*
* *Travel Overseas – mention places traveled, length of stay and any independent trips*
* *Personal Improvement* – mention organizations and what you learned

(Add other activities if applicable)

**Note:** Depending on your combined education, experiences and activities, your C.V. can either be one or two pages in length. Be sure your second page is at least ¾ full.