**Name**

Address (City, Province) • Phone Number

[Email](#_top) • [LinkedIn](http://www.linkedin.com/in/jacalync)

**Profile**

Include a profile that is 1-4 sentences that highlights your background, future objectives and any specific licenses or skill sets that are crucial to the role.

**Professional Experience**

**Current Title, Company** Start Date (Month, Year) – Present

*Location (City, Province)*

* Bullet points should highlight your main roles & responsibilities as well as KPIs.
* Be specific regarding contributions, achievements & successes. List quotas and attainments and any successes that would have you stand out from anyone else doing the same job. A lot of people can do a job. Our clients are looking for those that do it well.

**Previous Title, Company** Start Date (Month, Year) – End Date (Month, Year)

*Location (City, Province)*

* Roles & responsibilities

*Include all previous roles that are meaningful & relevant.*

**Education**

**School Name** Graduation Date (Month, Year)

*Program – Location (City, Province)*

* List any awards or achievements

*Include all post high-school education. The general thought is if you are a relatively new graduate, list your education at the top of your resume as this is your most marketable asset. If you have 3+ years of experience, it is recommended that your education be listed at the back.*

**Designations & Accomplishments**

* Be sure to mention any designations you’ve earned, as well as any involvement with professional organizations.

**Skills & Interest**

**Technical Proficiencies:** List all programs that are relevant for the role (i.e., Microsoft Office, AutoCAD, Salesforce, etc.)

**Interests:** Most employers like to read about interests as it gives them some insight into the personality of the candidate. Typically, employers are looking for examples that indicate you are a team player, high energy, well rounded and a potential leader.