

YOUR NAME

City, Province (FULL ADDRESS OPTIONAL)

Phone

Email

Customized LinkedIn Address (ONCE 70% COMPLETE)

PROFILE

(Insert profile statement here.)

Key skills include:

-
-
-
-
-

EMPLOYMENT

COMPANY NAME

XXXX – XXXX

MOST RECENT TITLE (XXXX - XXXX)

Reporting to the XXXX, responsible for XXX. Oversaw a team of XX with revenue/budget accountability of \$\$.

◆ Insert 4-8 accomplishment statements.



NEXT MOST RECENT TITLE (XXXX – XXXX)

Reporting to the XXXX, responsible for XXX. Oversaw a team of XX with revenue/budget accountability of \$\$.

◆ Insert 4-8 accomplishment statements.



COMPANY NAME

XXXX – XXXX

TITLE (XXXX -XXXX)

Reporting to the XXXX, responsible for XXX. Oversaw a team of XX with revenue/budget accountability of \$\$.

◆ Insert 4-8 accomplishment statements.



NEXT MOST RECENT TITLE (XXXX – XXXX)

Reporting to the XXXX, responsible for XXX. Oversaw a team of XX with revenue/budget accountability of \$\$.

◆ Insert 4-8 accomplishment statements.



EDUCATION



NAME OF DEGREE/DIPLOMA
UNIVERSITY/COLLEGE, XXXX

YOUR NAME

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NAME OF DEGREE/DIPLOMA
UNIVERSITY/COLLEGE, XXXX

PROFESSIONAL DEVELOPMENT

Name of course
Organization that delivered course,
Date

Name of course
Organization that delivered course,
Date

Name of course
Organization that delivered course,
Date

VOLUNTEER

Title, Organization, Year(s)

Other sections to consider:

Languages – are they relevant to include?

Interests – especially if they say something positive about the professional you!

Publications/Patents

Speaking Engagements - could be included under professional development or a separate section

Award/Recognition – could be a separate section if a number of these or within the profile or built into accomplishment section for each job

