

## RESUME TEMPLATE

This template should be used as a **starting point**, to guide you in **structuring** your resume. Everything on this resume can be moved around, removed or added to to best fit your needs and your experience. The most important thing when creating a resume is that it is a document that you feel comfortable with and proud of.

If you have questions, need help, or would like a free resume review, send a copy of your document to [Career.Services@Dal.ca](mailto:Career.Services@Dal.ca)

### First and Last Name

City, Province

Phone number(s) and email address

### SUMMARY OF QUALIFICATIONS/SKILLS SUMMARY

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*A section which is directly relevant to the position which you are applying for. Some examples of things to include are:*

- Number of years experience in relevant paid or unpaid work
- Related special knowledge, training or certifications
- Relevant accomplishments
- Soft or hard skills/attributes
- Relevant technical abilities
- Languages

**See the Skills Starter List resource sheet for some great examples!**

### EDUCATION

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**Degree: Major or Concentration**

Start date - Present (or completion date)

Institution, City, Province

- Relevant courses (3-6 courses that are related to the requirements of the job, if applicable)
- Relevant projects/ research
- Thesis
- Awards (if not under a separate section)

*Include any other degrees/diplomas which you are currently working on or have completed. There is no need to include high school experience once you have entered a post-secondary program*

### WORK EXPERIENCE (or RELEVANT EXPERIENCE)

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**See the Resume Guide for tips on creating action statements**

**Most relevant job title**

Month/Year - Month/Year

Organization, City, Province

- An Action Statement relevant to the job requirement, highlighting how or why you did the task and results or accomplishment that you had.
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**2<sup>nd</sup> Most relevant job title**

Month/Year - Month/Year

Organization, City, Province

- An Action Statement relevant to the job requirement, highlighting how or why you did the task and results or accomplishment that you had.
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*Include any other positions which you may have in the same layout.*

**VOLUNTEER EXPERIENCE**

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**Title**

Month/Year - Month/Year

Organization, City, Province

- An Action Statement relevant to the job requirement, highlighting how or why you did the task and results or accomplishment that you had.
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**EXTRA-CURRICULAR/ ACTIVITES**

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**Most recent position held**

Month/Year - Month/Year

Club/ organization/ team, City, Province

- If relevant, provide an Action Statement relevant to the job requirement, highlighting how or why you did the task and results or accomplishment that you had.

**AWARDS/SCHOLARSHIPS/MEMBERSHIPS/CERTIFICATIONS**

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**What did you receive, Who issued it**

Date

*Other sections may include: Publications, Technical Skills, Languages, Clinical Experience, etc.*