

Full Name

Edmonton, AB | 780-123-4567 | xxx.xxx@gmail.com

HIGHLIGHTS OF QUALIFICATIONS

- Relevant educational background...
- Relevant experience...
- Specialized in... (knowledge)
- Proficient in computer software of... (technical skill)
- Highly effective communication..... (soft skill)
- Strong analytical and problem solving..... (soft skill)

(5-7 points)

EDUCATION AND TRAINING

Bachelor of Science, Major in Statistics

2018 – Present

University of Alberta, Edmonton, AB

- GPA: 3.3/4.0 (optional)
- Scholarships, Awards (optional)
- Relevant courses/projects (optional)

PROFESSIONAL EXPERIENCE

Job Title

May – August, 2019

Name of Company, Edmonton, AB

- Accomplishment statement
- Action verb
-
-
- (no more than 5 points)

ADDITIONAL EXPERIENCE (optional)

Job Title

Jan 2018 – Present

Name of Company, Edmonton, AB

-

VOLUNTEER ACTIVITIES (optional)

- Volunteer position, name of organization,
-

Sept 2019 – Present

ADDITIONAL SKILLS AND INTERESTS

- Fluent in English and Spanish
- Yoga, hiking, reading

Sample Objective Statement

- An established communicator with seven years of practical experience and in-depth knowledge of assistive mobility equipment
- University English major with a proven track record of creating engaging messages for a variety of audiences in online, print and multi-media formats.
- Passionate and motivated individual currently completing Bachelor of Commerce Degree. Looking for opportunity to apply effective communication and interpersonal skills.
- The 3rd year mechanical engineering student with demonstrated analytical and critical thinking skills seeking for a summer opportunity in a laboratory.
- Computer science student with aptitude for information systems analysis and computer programming, seeking for a job position as an IT support to professional workers to develop my potentials while performing the necessary tasks.
- Organized individual with experience handling meetings and schedules of student organization programs. Seeking an entry-level to work as a part-time assistant coordinator in a dynamic organization to support the activities of the senior company coordinator.
- Performance-driven student with exceptional ability to provide valuable ideas that can optimize the company's daily activities. Currently seeking a part-time position in an organization that will utilize this potential.

Action Verbs

- accomplished
- achieved
- adjusted
- administered
- adopted
- advised
- analyzed
- ascertained
- assessed
- assisted
- attained
- budgeted
- calculated
- collaborated
- communicated
- completed
- conceived
- conducted
- consolidated
- constructed
- consulted
- contributed
- controlled
- coordinated
- counselled
- created
- decreased
- delegated
- delivered
- demonstrated
- designed
- developed
- disseminated
- distributed
- diverted
- doubled/tripled
- eliminated
- enforced
- engineered
- equipped
- established
- evaluated
- executed
- expanded
- expedited
- generated
- implemented
- improved
- improvised
- increased/raised
- initiated/started
- inspected
- inspired
- installed
- instructed
- introduced
- investigated
- launched
- lowered
- maintained
- monitored
- motivated
- multiplied
- negotiated
- obtained
- opened
- operated
- ordered
- organized
- originated
- persuaded
- predicted
- prepared
- prescribed
- produced
- promoted
- proposed
- provided
- realized
- recommended
- reconciled
- reduced/cut
- reinforced
- repaired
- revamped
- reviewed
- revised
- revitalized
- risked
- saved
- scheduled
- secured
- selected
- simplified
- sold
- solved
- stimulated
- strengthened
- submitted
- succeeded
- supported
- transferred
- translated
- trouble-shot
- uncovered
- unified
- upgraded
- used
- widened
- won
- wrote

Personal Characteristics

- accurate
- adaptable
- adventurous
- alert
- ambitious
- amiable
- analytical
- articulate
- assertive
- attentive
- attractive
- broad-minded
- businesslike
- calm
- capable
- careful
- cautious
- charitable
- charming
- cheerful
- clever
- compassionate
- competent
- competitive
- confident
- conscientious
- conservative
- considerate
- consistent
- constructive
- cool-headed
- co-operative
- courageous
- courteous
- creative
- curious
- daring
- decisive
- dedicated
- dependable
- determined
- diligent
- disciplined
- discreet
- eager
- easy-going
- efficient
- energetic
- enterprising
- enthusiastic
- flexible
- forceful
- formal
- frank
- friendly
- generous
- hard-working
- healthy
- helpful
- honest
- humorous
- imaginative
- independent
- industrious
- informal
- innovative
- introspective
- kind
- knowledgeable
- light-hearted
- logical
- loving
- loyal
- mature
- meticulous
- modest
- motivated
- objective
- obliging
- open-minded
- optimistic
- organized
- original
- outgoing
- patient
- people-oriented
- perceptive
- persevering
- pleasant
- positive
- practical
- productive
- progressive
- prudent
- punctual
- quick
- quiet
- realistic
- receptive
- reflective
- reliable
- resourceful
- responsible
- self-confident
- self-reliant
- sensitive
- sharp-witted
- sincere
- smart
- sociable
- sophisticated
- spontaneous
- stable
- steady
- supportive
- systematic
- tactful
- talented
- tenacious
- thorough
- thoughtful
- tolerant
- trusting
- trustworthy
- unaffected
- versatile

Emma Puxley

| 403-555-1234 | ePuxley@gmail.com

Strengths Statement

University English major with a proven track record of creating engaging messages for a variety of audiences in online, print and multi-media formats.

Education

Bachelor of Arts (English) — University of Uptown
2016–Present

- Jason Lang Scholarships 2016 and 2017
- Patricia Price Memorial Prize in Writing 2014

Grade 12 Diploma — Hometown High School
2016

- Graduated honours with distinction
- Alexander Rutherford High School Achievement Scholarship

Professional Experience

Volunteer Writer/Editor — University Newspaper, University of Uptown
2016–Present

- Researched and wrote more than 40 stories, including profiles of guest speakers and articles about students' union events.
- Edited articles for more than 30 online editions, using Adobe InDesign.
- Shot candid photos that were published on the paper's website.

Communications Volunteer/Team Leader — Campus Food Bank, University of Uptown
2016–Present

- Developed communications materials including Facebook and Twitter updates, online posts and posters, and on-site displays.
- Surpassed fundraising goals by 25%.

Server/Bartender — Three Rooms Pub, Uptown,
2016

- Took orders, prepared drinks, and served meals at a busy, 18-table pub, often as the only server on shift.
- Maintained computerized records.

Retail Salesperson — Computer department, Big Box Store, Hometown
2013–2015

- Sold laptops and accessories.
- Won salesperson of the month.

Interests

- Photography

Brenda Goodale

3287 Cedar Grove Road
Midsize City, Alberta Q9Q Z1Z
403-555-9876
bgoodale@email.com

Eight years journeyman electrician in commercial renovation, maintenance and construction.

Skills and Expertise

- Alberta-certified electrician
- Fire Alarm Systems maintenance PIN
- Class 5 driver's licence
- Blueprint interpretation
- Install and maintain HVAC, communications systems, and power and lighting
- Canadian Standards Association (CSA) 22.1 and OHS regulations

Professional Experience

- 2018 certification in Canadian Safety Training System (CSTS0, Workplace Hazardous Materials Information System (WHMIS), Transportation of Dangerous Good (TDG), standard first aid and CPR.
- Installed electrical metal tubing and cables of all types during a two-year, 35,024-m² (377,000-ft.²) renovation of the Midsize Shopping Mall.
- Selected locations and planned the layout of electrical systems, components, and controls from drawings, specifications, and related information for the mall.
- Scheduled labour and material requirements for electrical work.
- Developed and implemented a five-year preventive mall-maintenance schedule.
- Set up and maintained sound and visual communication systems at the Midsize Music Festival for the past four years.

Accomplishments

- Won ABC Electrical Contractors' Safety Award.
- Repaired switchgear to maintain contractor's work schedule.
- Replaced burnt-out ballasts and faulty circuit breakers.
- Diagnosed and repaired a rooftop unit (HVAC), motors and motor starters.
- Completed the 2017 Summer Midsize City Mini-triathlon.

Benjamin Gupta

403.555.0000

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9744 182 Street

Anytown, Alberta Z1Z 2Y2

An established communicator with seven years of practical experience and in-depth knowledge of assistive mobility equipment.

Work Experience

Occupational therapist

Wellness Hospital – Anytown, 2015–present

- Managed a caseload of 162 clients, including assessment and treatment, and trained them to use mobility supports.
- Assisted management with selection and purchase of wheelchairs.

Occupational therapist

Meadows Manner – Anytown, 2012–2015

- Provided treatment and solutions for 120 assisted living centre residents.
- Encouraged communication between medical disciplines, resulting in greater independence for residents.

Occupational therapist

Live at Home Services – Anytown, 2010–2011

- Completed up to 20 in-home visits a week to pre- and post-operative clients to ensure proper selection and installation of medical equipment, including chairlifts.
- Established rapport and trust with clients and their families to ensure effective treatment and use of mobility equipment in the home.

Contractor's assistant

Homes Built to Last – Anytown, 2005–2010

- Gained a thorough understanding of structural requirements in residential buildings, including those for chairlift installations.
- Explained and upsold extra features to homebuyers.

Skills

Listening and assessment skills for training clients with mobility equipment

Fluent in three languages

Highlights

Seven years researching and selecting equipment for clients with mobility limitations

In-depth knowledge of wheelchairs and chairlifts

Service Excellence Award, nominated by clients, 2016

Education

Registered Occupational Therapist

Master of Science, Occupational Therapy
University of Mountain City, 2010

Cover letter template

Your Address

City, Province

Postal Code

Month, Day, Year

Employer's name

Employer's position or title

Organization name

City, Province

Postal Code

Dear [Employer's name]:

Re: Competition number and title, if applicable

Opening Paragraph

State your purpose for writing. Tell how you learned about the job and why you're applying. What is it about the job or organization that interests you?

Middle Paragraph

Emphasize specific knowledge and skills that make you a strong candidate for the job. Don't repeat the information that's in your resumé word for word. For example, "I have a communications diploma and three years of experience." Summarize instead: "Throughout my seven years of related experience, I have strengthened my skills as a communications specialist." Then emphasize particular strengths you have to offer that are relevant to the job. For example, "Your description of the 'ideal' candidate highlighted enthusiasm and strong interpersonal communication skills. My strengths in these areas have been highly valued in my previous and current positions, where I have frequently been commended for how effectively I have handled difficult customer situations." Don't emphasize how the opportunity will benefit you, even if it will. Think like an employer: make it clear how you can benefit the organization.

Closing Paragraph

Describe in assertive, positive language what you expect will happen or what you plan to do next. If you're responding to an ad, include a statement such as "I look forward to meeting you to discuss what I can offer to your organization." If you're sending an unsolicited resumé, write something like "I will contact you early in the week of June 12 to set up an appointment with you. I look forward to discussing possible employment with (name of organization)." If you feel it would be to your advantage, mention your immediate availability or your willingness to travel or relocate. Indicate that you've enclosed or attached your resumé.

Sincerely,

(printed or faxed copy signed)

Your name

Enclosure

Sample print or attachment cover letter

The following example rewrites the previous email as a letter. Notice how the two-column format allows the applicant to directly show how his qualifications meet or exceed the requirements.

Although this cover letter can be sent in print (signed) or as an email attachment, it won't work in the body of an email because most email programs won't be able to maintain the two-column format.

Benjamin Gupta
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Anytown, Alberta Z1Z 2Y2
403.555.0000
b.gupta@email.com

Ms. Kim Green
Sales Manager
Wheelchairs & More
8742-76 Avenue
Anytown, Alberta
Y2K 7B8

March 4, 2018

Dear Ms. Green:

Thank you for taking the time to chat with me today about your posting in yesterday's *Anytown Journal* for a wheelchair and chairlift sales representative. Because my skills and qualifications seem tailor-made for this position, I'm delighted to forward my resumé.

Your position requires:

- A minimum of five years of related experience
- Thorough knowledge sell Wheelchairs & More products
- The ability to sell wheelchairs and wheelchair lifts

I offer:

- Seven years of experience as an occupational therapist
- Six solid years of working with clients who use Wheelchairs & More products
- The ability to build rapport with clients and upsell products

This combination of skills will allow me to offer your clients knowledgeable, effective mobility solutions.

I look forward to meeting with you.

Sincerely,



Ben Gupta

Enclosure