

YOUR NAME

Street Address | City, Province | 555.250.1608 | your_email@unbc.ca

PROFILE

A brief three to four sentence paragraph that showcases your relevant skills and background and serves as an introduction to the employer. This should be tailored to the job being applied for. Highlight your achievements and conclude with career goals.

EXPERIENCE

Job Title

Company Name | City, Province

Mon 20XX – Mon 20XX

- Emphasize what you did instead of merely listing job duties.
- Where possible, attempt to quantify accomplishments.

Job Title

Company Name | City, Province

Mon 20XX – Mon 20XX

- Reflect, where possible, the job description requirements within these sections, by demonstrating relevant accomplishments and roles.
- Use action verbs whenever possible.

EDUCATION

Program Name

University of Northern British Columbia | Prince George, B.C.

Expected May 20XX

- You may want to include your GPA here (if 3.5 and higher) and a brief summary of relevant coursework, awards, and honors.

SKILLS

- This section is optional, but generally recommended.
- Skills can be presented in a bulleted list or pipe-delimited list.
- Only present relevant skills to the job being applied for.
- If presenting a list, ensure parallelism.
- Ensure, if using bullets, that they are aligned throughout the resume.
- Limit the resume to one or two pages.
- Avoid the use of personal pronouns (“I”, “me”, “my”, etc.)