**Your Name** Optional Mail Address, City/Town, Saskatchewan S4S 5A9

Email: your.address@email.ca Cell: 306-123-4567 linkedin.com/in/yourname

Personable, reliable and \_\_\_\_\_ with experience in \_\_\_\_\_ seeks position as \_\_\_\_\_. Demonstrated skills and aptitudes in \_\_\_\_\_. Write a few phrases about your related skills and experience using some keywords from the job posting. Commended for \_\_\_\_\_. Highly motivated to \_\_\_\_\_.

**Relevant Skills & Accomplishments** (Or other heading: e.g, Related Knowledge & Skills)

##### Heading (Analyze the job, develop related categories, use some keywords to describe your relevant skills.)

* Utilized \_\_\_\_\_ (course project): *Title.*
* Prepared \_\_\_\_\_, resulting in \_\_\_\_\_.
* Evaluated \_\_\_\_\_ and proposed recommendations to \_\_\_\_\_*.*
* Implemented a \_\_\_\_\_ initiative to\_\_\_\_\_, increasing \_\_\_\_\_by XX%.
* Applied principles of \_\_\_\_\_ including \_\_\_\_\_.
* Able to \_\_\_\_\_
* *Completed courses include:* \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

##### Heading

* Promoted \_\_\_\_\_.
* Set and achieved \_\_\_\_\_.

##### Heading

* Over \_\_\_\_ years of experience in \_\_\_\_\_.
* Utilized \_\_\_\_\_ and \_\_\_\_\_ for \_\_\_\_\_.
* Applied \_\_\_\_\_ to \_\_\_\_\_ (course report): Report Name.
* *Completed courses include:* \_\_\_\_\_, \_\_\_\_\_, and, \_\_\_\_\_.

##### Computer

* Utilized Microsoft Office Suite (e.g., Access, Excel, PowerPoint) to \_\_\_\_\_.
* Created organized databases and spreadsheets for \_\_\_\_\_.

##### Communication & General Skills

* Interacted respectfully with clients and colleagues of diverse backgrounds.
* Able to \_\_\_\_\_.
* Languages: Speak English, Cree (intermediate) and French (basic)

**Education**

**Bachelor of \_\_\_\_\_ – Major** 20XX – present

University of Regina, Regina, SK (expected completion Apr. 20XX)

**Scholarships & Awards**

Name, 20XX

Name, 20XX

**Professional Development & Certificates**

Name, 20XX

**Related Experience** (Other heading options: Work Experience, Relevant Experience)

**Job Title**  Month 20XX – present

Employer Name, City/Town, SK

* Implement \_\_\_\_\_.
* Manage\_\_\_\_\_ for \_\_\_\_\_ (e.g., \_\_\_\_\_, \_\_\_\_\_).
* Increased \_\_\_\_\_ by 10% for 20XX – 20XX

**Position Title** (volunteer) Month 20XX – present

Organization Name, City/Town, SK

* Oversee \_\_\_\_\_.
* Assist with \_\_\_\_\_ (e.g., \_\_\_\_\_).
* Coordinate and supervise \_\_\_\_\_ for \_\_\_\_\_.

**Job Title**  Month 20XX – Month 20XX

Employer Name, City/Town, SK

* Managed \_\_\_\_\_, increasing \_\_\_\_\_.
* Organized \_\_\_\_\_ (e.g., \_\_\_\_\_).
* Monitored \_\_\_\_\_ (monthly).
* Commended for \_\_\_\_\_ and promoted to \_\_\_\_\_ in Month. 20XX.

**Other Experience**

Job Title, Employer Name, City/Town, SK, Month 20XX – Month 20XX

Job Title, Employer Name, City/Town, SK, Month 20XX – Month 20XX

**Membership & Activities**

**Memberships**

Organization, Month 20XX – present

Organization, Month 20XX – present

**Volunteer**

Organization - Position, Month 20XX – present

Organization - Position, Month 20XX – Month 20XX

**Activities**

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_