

Revise for each application. Change structure, headings and content to best present your relevant experience.

Job Scam Protection: Provide only your cell number, email address and/or LinkedIn invitation.

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Heading Options: Summary of Qualifications; no heading.

Margins: 1" (2.54 cm) margins all around.

Profile

Keyword Summary: Highlight relevant expertise using keywords from the job posting.

Regional & Departmental Management, Strategic Planning, Contracts & Negotiations
Intercultural Team Builder, Forecasting & Budgeting, _____, _____, _____

Results-driven _____ with 8 years' experience in _____ seeking position as _____. Expertise in _____.
Oversaw development and implementation of _____ and _____, and increased _____ by ____%.
Negotiated long-term \$_____ contracts between _____. Over 10 years' experience in all phases of _____.
Recipient of _____ awards for _____.

Experience

Heading Options: Professional Experience; Relevant Career Experience

Regional Director

Innovation Canada, Star City, AB

- Oversee _____; reviewed _____; spearheaded _____

Option: Note only the position, corporation and dates.
Do not repeat details that are highlighted in the Profile.

Jan. 20XX – present

Manager

Riverdale Resources, Loon River, MB

- Directed _____; improved _____;

Highlight Results: Provide statistics, details and examples:

- Increased revenues by ____%
- Oversaw 7 departments (35+ staff) and _____

Apr. 20XX – Dec. 20XX

Project Supervisor

Fairview Developments, Rockton, NS

- Coordinated _____; developed _____; proposed and implemented _____

June 20XX – Feb. 20XX

Customize Each Resume: Analyze requirements and use the keywords to describe your related experience and results.

Education & Professional Development

Master of _____, University of Regina, Regina, SK (expected graduation June 20XX)

20XX – present

Bachelor of _____ – Major, University of _____, Location

Certifications & Training (selected)

- Certified Human Resource Professional (CHRP)
- Strategic Planning for Managers, Smith & Brown Consultants
- Risk Management, Red Code Inc.

Affiliations, Leadership & Awards

Memberships

- Association of Managers
- Canadian Association of Community Leaders

20XX – present

20XX – 20XX

Volunteer

- Chair, Board of Directors, Every Child Counts Foundation
- Director at Large, National Literacy Foundation

20XX – present

20XX – present

Awards

- Citizen of the Year, Community Foundation
- Inspiration Award, Leadership Organization

20XX

20XX

Option: References & Portfolio

References available upon request.

When to submit Reference Lists: Check with the employer. Many require references only when planning to interview you. Try to follow up on your application (phone call or email) to ensure that it was received and ask to speak with someone about it. Briefly highlight your relevant interests, strengths and experience. If not already submitted, ask when to provide your references. For advanced positions, three to seven references may be required. Bring copies of your Resume and Reference List to interviews.