

Your Name

407-111 Your Street, City, Province L8A 2B3 • 905-555-1234 • youremail@address.com

SUMMARY OF QUALIFICATIONS

- Over 10 years of experience in ...
- Strong background in ...
- Proven skills in ...
- Demonstrated ability to...
- Professional communication skills include fluency in English and ...
- Recent graduate of ... or B.Sc. in ...
- Computer skills include:
 - MS Office, internet and email
 - ABC Specialized Software Program
 - More...

PROFESSIONAL EXPERIENCE

Electrical Engineer

2005 – 2008

Company Name, City, Province or Country (if not Canada)

- Conducted research into the feasibility, design, operation and performance of electrical generation and distribution networks
- Designed electrical and electronic circuits, components, systems and equipment
- Supervised and inspected the installation, modification, testing and operation of electrical and electronic systems and equipment
- Developed maintenance and operating standards for electrical and electronic systems and equipment
- More...

Computer Programmer

2001 – 2005

Company Name, City, Province or Country (if not Canada)

- Created, tested, debugged, documented and implemented client-tracking software for Company Name utilizing skills in C# and VB.net
- Worked directly with end-users to maximize efficiencies and user-friendliness
- Employed strong communication skills to “Train the Trainers”
- Maintained existing computer programs by making minor modifications as required
- More...

Customer Service Representative

1998– 2001

Company Name, City, Province **or** Country (if not Canada)

- Answered inquiries from customers in person and on the phone
- Investigated and solved any customer concerns
- Accurately processed financial transactions using computerized cash registers in a fast-paced environment
- Earned “Quality Service” award twice
- More...

VOLUNTEER EXPERIENCE

Library Assistant

2008 – Present

Library Name, City, Province

- Utilize strong attention to detail to organize library shelves and restock returned books
- Assist library patrons with the online catalogue system

EDUCATION

Project Management Certificate

2008

College Name, City, Province

Bachelor of Computer Science

1998

University Name

(equivalent to a Bachelor of Computer Science degree from an Ontario university, as determined by World Education Services in Toronto, ON)

REFERENCES

- Available Upon Request