Hello,

This is the format we recommend you use when preparing your CV/Resume to send us.

Your resume should include the following sections in this order:

* **Name and contact** **information** 
  + **Do NOT include** a picture, your date of birth, your marital status, your religion **Include** your name, phone number, email address, address.
* **Professional summary** 
  + List a few things that describe you as a capable and reliable employee
* **Skills and abilities**
  + List both your Technical skills (Computer skills etc.) and your Soft skills (Communication, Teamwork, Languages you speak etc.)
* **Work Experience**
  + **Include** all relevant work experience starting with your current or most recent position and then adding the others in chronological order

**Include** a few details/ some information about what you did in this job

* **Education** 
  + List the most recent educational achievements first and go backward in time from there.
* **Professional Certifications**

In the next page you can see an example of the resume/CV for the Canadian job market

**YOU CAN USE THE EXAMPLE IN THE NEXT PAGE FOR YOUR RESUME/CV**

**SIMPLY CHANGE THE TEXT BY ADDING YOUR INFORMATION**

**First Name and Family Name**

City, Country • Tel: + (38) XXX XXXX • Email: youremail@ • LinkedIn: if you have an account

## ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Experienced and resourceful [write your profession here] with a Diploma/Degree?. Accomplished at [write what you do well in your job or field]. Thrives working in a dynamic environment that call for exceptional adaptability, flexibility, and effective collaboration and teamwork with and within teams. Anything else you want to add here? Keep this section short

## **Work Experience**

**2020 – current *Your job title or Role* The Company City (country)**

* + - Working with a Team has developed …..
    - Provided clients with assistance as Account specialist
    - What else do/did you do in your work

**2018 – 2020 *Your job title or Role* The Company City (country)**

* + - Delivered excellent administrative services to clients …..
    - Increased sales by 15%
    - Prepared documents for Company Project Presentation

Add as many as you have

## **Relevant Skills**

* **Computer skills:** Microsoft Office, Coding Languages (Java, Python, …), Web frameworks, …….
* **Technical:** Accounting, Electrical, Plumbing, Carpentry, Cooking…
* **Professional/Social:** Teamwork, Project- Management, Communication, Leadership, Organization, Problem-solving, Attention to detail ….
* **Languages:** Native Language, English (Level), French? (Level), Other Languages (Level)?

**Education**

**2018 *Diploma or Degree* Name of School/University (City, Country)** What did you study in this program?

**2017 *Diploma or Certificate* Name of School/University (City, Country)**

###### **Professional Certifications**

XXXX – If you have any