Profile

This section will often get read before a cover letter – make it short and concise! Include a quick summary of your education, years of relevant experience, and describe the type of position or company you are looking for. Samples provided in Road Map Series Part 3 – Preparing Your Marketing Materials.

Skills

|  |  |  |
| --- | --- | --- |
| * Bullet | * Specialized Skill | * Transferable Skill |
| * Points | * Specialized Skill | * Transferable Skill |
| * Skills get lost in sentences | * Specialized Skill | * Transferable Skill |

Experience

**JOB TITLE** Start Date – End Date

Organization – City, Province

*Quick description of the company and your responsibilities in the role. If available, look at the company’s website for a company profile and refer to your job description’s position summary for ideas.*

**Selected Achievements:**

* Create a bullet point list (3-5 points) of your achievements within the position, big projects you were part of.
* Review keywords and responsibilities within the job posting and see what previous experiences are relevant to the position in which you are applying for.

**JOB TITLE** Start Date – End Date

Organization – City, Province

*Quick description of the company and your responsibilities in the role. If available, look at the company’s website for a company profile and refer to your job description’s position summary for ideas.*

**Selected Achievements:**

* Create a bullet point list (3-5 points) of your achievements within the position, big projects you were part of.
* Review keywords and responsibilities within the job posting and see what previous experiences are relevant to the position in which you are applying for.

Education and Training

**DIPLOMA/DEGREE PROGRAM** Start Date – End Date

University/ College – City, Province

\*Only include course work if you do not have any job experience. Specialized skills obtained through course work should be indicated in skills section.