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