**Career Goal or Objective Statement**

Provide a brief statement of what you hope to achieve in the short term and the long-term goals for your career goals.

**Education**

List the following in chronological order starting with current program and institution:

* Post-secondary institution: name, address, and telephone number
* Degree or diploma you are working towards
* Major and minor (if applicable)
* Current year of post-secondary education
* Your year of your anticipated graduation
* Brief overview of your key academic achievements, favourite courses and/or extracurricular activities to make your resume stand out.

**Honours, Accomplishments and Awards**

If you have been recognized for your outstanding work, this is the section to share it in.

**Work Experience**

List the following in chronological order starting with the most recent:

* Name of employer: name, address, telephone number and supervisor
* Date of employment: start date and end date
* List of duties in bullet format
* Skills learned

**Volunteering**

List the following in chronological order starting with the most recent:

* Name of organization: name, address, telephone number and supervisor
* Date start date and end date
* Role in bullet format
* Skills learned