Name

Phone / email / LinkedIn / Github

**Objective:** To obtain the Marketing/Accounting/Network Support position available with (COMPANY).

**Highlights of Skills & Qualifications:**

* 5 - 7 bullet points, a mixture of technical and soft skills
* Top 3-4 are typically the hard/technical skills – related to your program
* Bottom 2-3 are soft/transferable skills - eg. communication/team work etc and explain where you gained these skills from and/or related achievements
* STAR Method- skill, task/ action, result
* Excellent teamwork skills demonstrated while collaborating in group projects resulting in meeting all deadlines
* Bilingual: English and Farsi

**Education:**

**Degree Name - full degree – no short forms** Expected Graduation Year  
Ontario Tech University, Oshawa, ON

* Relevant Academic Courses: list 3-4 related to job
* CGPA: 3.3/ 4.30 (optional- not required or expected)

**Project or Lab Experience: (optional)**

Course name/Project Name Date   
Course/ Company/ Personal Project

Technology used:

* Overview of the project- independently or in a team?
* STAR Method statement
* Result or outcome

Course Name/Project Name Date   
Course/ Company/ Personal Project

Technology used:

* Skill + task + result
* 3-4 bullets per experience

Course Name /Project Name Date   
Course/ Company/ Personal Project

Technology used:

* Skill + task + result
* 3-4 bullets per experience

**Work Experience**

Work Title Date   
Company Name

* 3-4 bullets per experience
* STAR- skill, task, action, result
* Demonstrated effective customer service through interacting with customers to ensure their order is correct resulting in high satisfaction
* Dependable team orientated individual with a strong ability to work independently gained though group projects

Work Title Date   
Company Name

* Skill + task + result
* 3-4 bullets per experience

**Volunteer / Extra Curriculars**

Title Date   
Organization Name

* Skill + task + result
* 3-4 bullets per experience

Title Date   
Organization Name

* Skill + task + result
* 3-4 bullets per experience

**Certifications/ Awards**