

Your Name

1234 99th Avenue N, Saskatoon, SK S7C 1Z1

123-456-7890

name@email.com

<https://www.linkedin.com/in/name/>

[Tagline should identify the job title of the position you are applying to and list 3 key related skills]

JOB TITLE (PROJECT COORDINATOR)

Skill 1 (Project Management) | **Skill 2**(CAPM)| **Skill 3** (Communication) | **Skill 4** (Organizational Skills)

[PRO TIP: Make sure you have no spelling error, have accurate formatting, and make your resume in American English e.g. Do not write organisation, write organization]

SUMMARY OF QUALIFICATIONS

[Include 5-8 bullet points describing a combination of skills, education and experience related to the job.]

- Recent graduate of... *[if you have an experience, start with it. For example: Over 1 year of experience in coordinating projects in manufacturing industry, ensuring timely delivery and quality management]*
- 2+ years of experience in/with....
- Trained on... *[Add some project management software]*
- Skilled in....
- Strong communication skills; multilingual in [only if you also know French. Do not write Hindi, Punjabi]
- Computer skills include proficiency in Microsoft Word, Excel, PowerPoint, etc.

TECHNICAL SKILLS

(Write some key skills you possess)

- Project Management Software: MS Project, Asana, Trello, JIRA
- Database Management Platforms/Tools: SQL, Microsoft Access
- Office Tools: Microsoft Word, Excel, PowerPoint, Google Workspace
- Data Analysis Tools: Tableau, Power BI

[If you are from IT background you can start with this]

- Programming Languages:
- Platform/Tools:
- Office Tools:

WORK EXPERIENCE

(start with recent Canadian experience)

_____ (Job Title, bolded) _____ - _____ (Dates)
 _____ (Company), _____, _____ (City, Province/Country)

[Instead of listing duties you had on the job, turn these into accomplishment statements using this format: **action verb, description and details**. Include numbers when possible to quantify your results.]

Weak Example: Answered phones

Strong Example: Responded to over 30 customer inquiries per day emphasizing exceptional customer service skills.

_____ (Job Title, **bolded**) _____ - _____ (Dates)
_____ (Company), _____, _____ (City, Province/Country)

-
-
-
-

EDUCATION

_____ (Full program name, **bolded**) Sept. 2021 – Dec. 2022
Centennial College, Toronto, ON

- *Optional: You may include your GPA if you feel it would contribute to your candidacy*
- *Optional: Describe project or lab work if you have limited experience OR create a separate "Project Work" section [see below].*
- *Optional: Relevant courses: [choose 6, only if related to the job]*

_____ (Full program name, **bolded**) _____ - _____ (Dates)
_____ (College / university), _____, _____ (City, Province/Country)

-

PROJECT WORK (OPTIONAL SECTION)

_____ (Project name, **bolded**) _____ - _____ (Dates)
_____ (Company/School), _____, _____ (City, Province/Country)

- [Use same format as detailed in the Experience section to describe your work on the project]
-
-

ADDITIONAL ACHIEVEMENTS, VOLUNTEER EXPERIENCE OR CERTIFICATIONS (OPTIONAL BUT RECOMMENDED, AT LEAST ADD VOLUNTEER EXPERIENCE)

_____ (Title, **bolded**) _____ - _____ (Dates)
_____ (Company), _____, _____ (City, Province/Country)

- [Use same format as detailed in Experience section to describe your other achievements]
-

Important Key Tips from Speak Infinite

Formatting:

- Use font size 11-12 only. Only use basic style such as, Arial, Times New Roman or Calibri.
- DO NOT use the “header/footer” feature on your Word document. Manually enter your contact information.
- Duplicate your contact information on page 2 AND on your cover letter in the exact same format.
- Avoid letting descriptions of your experiences carry over from page 1 to page 2.
- If you have a 2-page resume, print it on 2 separate pages (NOT double sided if you prefer dropping off resumes).
- If you have experience related to the job, move the “Experience” section before the “Education” section.

Tagline:

- Use this new format instead of an “Objective Statement”.
- Some industries prefer a “Profile Summary” instead of a “Tagline”.

Other:

- Include additional sections if they are relevant to the job OR if you are lacking experience (provide descriptions of your transferable skills if there is space to).
- Examples of additional sections you may want to include:
 - Community Involvement / Volunteer Experience
 - Project Work
 - Additional Achievements
 - Certifications and Training
 - Memberships
 - Professional Development