**YOUR NAME**

**ADDRESS - TELEPHONE NUMBER - E-MAIL**

**Professional Profile**

Your professional profile is a 4-5 line summary of your career history to date. Include your previous positions, describing your responsibilities and duties for each. Mention any specialized skills and unique educational experiences, such as co-op placements. Highlight specific achievements and accomplishments for inclusion in the ‘Work History’ section.

**WORK HISTORY**

**NAME OF EMPLOYER CITY, PROVINCE**

*JOB TITLE START - END DATE*

* Start with your most recent position, describing your professional duties.
* Promote specific achievements that will make you stand out.
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

**NAME OF EMPLOYER CITY, PROVINCE**

*JOB TITLE START - END DATE*

* Choose your second most recent position, listing your tasks and achievements.
* This role should also be limited to 4-5 points.
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx*xx*

**NAME OF EMPLOYER CITY, PROVINCE**

*JOB TITLE START - END DATE*

* For older positions in your work history, use only 2 to 3 dots.
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

**QUALIFICATIONS AND TRAINING**

**NAME OF INSTITUTION - Graduation/DATE OF ACHIEVEMENT**

* Diploma obtained/course taken - Name of subject.
* A brief summary of your program of study, including work placements or cooperative program.

Example:

**University of Toronto - Department of Mechanical and Industrial Engineering - May 2018.**

Honours Bachelor of Science (Mechanical Engineering)

* Four-year program, co-op placement at George Brown College.

**References**

* 3-4 references from previous employers
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx