# Profile

A brief three to four sentence paragraph that showcases your relevant skills and background and serves as an introduction to the employer. This should be tailored to the job being applied for. Highlight your achievements and conclude with career goals.

# experience

Job Title

Company Name | City, Province Mon 20XX – Mon 20XX

* Emphasize what you did instead of merely listing job duties.
* Where possible, attempt to quantify accomplishments.

Job Title

Company Name | City, Province Mon 20XX – Mon 20XX

* Reflect the job description requirements within these sections, by demonstrating relevant accomplishments and roles.
* Use action verbs whenever possible, such as “achieved”, “managed”, etc.

# education

Program Name

University of Northern British Columbia | Prince George, BC Expected May 20XX

* Relevant coursework, SLO involvement, etc., may go here.
* GPA is given little weight relative to other factors. Only include if > 3.5, if at all.

# Skills

This section can be presented a few different ways. If a short-length list items are used with many skills, a bullet list can take up a lot of space. Listing them in a line, using separators such as commas or vertical bars can be more efficient. Examples follow on the next page.

* This section is optional but generally recommended.
* If the job description emphasizes particular skills, this section may be moved higher.
* Skills are typically presented in a bulleted list or pipe-delimited list.
* Only present relevant skills to the job being applied for.
* If presenting a list, ensure parallelism.
* If using bullets, that they are aligned throughout the resume.
* Limit the resume to one or two pages.
* Avoid the use of personal pronouns such as “I”, “me”, “my”, etc.

# Skills

Technical

AutoCAD | Civil 3D | Python | Excel | PowerPoint | SQL | Social media | Data analysis

Soft

Interpersonal communication | Leadership | Collaboration | Time management | Adaptability

# credentials

Credential Name

Issuing Organization | City, Province Mon 20XX

Emergency First Aid

St. John Ambulance | Prince George, BC Jul 2024

Serving It Right

Responsible Service BC | Victoria, BC Jan 2025

# General tips

The lines used in this template are from the “Shapes” menu in Microsoft Word. Such objects can sometimes be difficult to select with the mouse. Here is how they can be managed with the keyboard:

* Select the “Layout” tab along the top ribbon.
* Select the “Selection Pane” tab, located toward the right.
* Lines may be selected from this Selection Pane.
* Lines may also be selected using the mouse cursor.
* Keyboard arrows can be used to move the lines.
* Shift + left or right arrow can expand or shrink the line.
* To right-align: Layout Align Align Right

If using a one-page resume, remove the page number at the bottom of the page.

To help visualize alignments, the gridline feature can be used. Using the top ribbon:

* View Gridlines