

N A M E (F I R S T & L A S T)

Mobile: ###-###-#### | Email: NAME@gmail.com | LinkedIn : <<insert link OR hyperlink>> | Website:
<<insert link OR hyperlink>>

About Me OR Personal Profile

This is usually a paragraph which quantifies and highlights your key experience. This can be customized to the role and should showcase HOW and WHY you're different from other candidates.

Work/Professional Experience

Standard formatting for listing your work/professional experience. Hiring managers care more about your title & career progression than they do the company which is why the job title comes first.

Job Title Month Year – Month Year or Present
Company Name | City, Country

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Public Speaking Engagements

I have listed some examples below. Key here is to name the place and to roughly how large of an audience. Maybe also mention if it was tough to get selected to speak.

- Experienced public speaker:
 - Selected to give an oral presentation at the North American Refugee Health Conference 2015
 - The Canadian Federation of University Women's Annual General Meeting 2015
 - Thank you speaker for HRH Prince Edward The Earl of Wessex to an audience of over 300 people

Education

I'd leave this as your formal education. I have a separate section for Certifications and Training below.

Degree Title and Type Month Year – Month
Year
Company Name | City, Country

Scholarships/ Grants

This is just an example of how I've listed things. Feel free to add more detail as you see fit. Be sure to customize the amount as well.

Scholarship Name \$1500 Month Year
Awarding Body, City, Country

Awards & Honours

Depending on how long this section is you can also add in more details about the Award or out of how many people you were selected.

Award Name Month Year

Publications (Research, Communications, etc.)

[This is a sample citation of how I've listed all of my work in chronological order under the subheadings listed below.](#)

Silva, J., Refugee women's experiences with sexual violence and their post-migration needs in Canada. Canadian Federation of University Women's Annual General Meeting [Guest Speaker]. Ottawa. Jun. 20, 2015.

[Oral Presentations](#)

[Poster Presentations](#)

[Non Periodical](#)

[Blogs](#)

[Unpublished Manuscripts](#)

[Communications Material](#)

[Reports](#)

International Experience

Position Title Month Year – Month Year
 Company/Organization | City, Country

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Volunteer Experience

Position Title Month Year – Month Year
 Company/Organization | City, Country

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Personal Experience/ Training

Certification Name Month Year
 Company/Organization | City, Country

Conferences Attended/ Nominations

[I've left the date in as an example as it includes the day of the month. Most conferences are only held for a few days so I would include those for conferences. Given the current times, you may want to specify if this conference was attended in-person or virtually.](#)

Conference Name Jun. 4-6, 2015
 Type of Presentation (e.g. Oral, poster, etc.)
 City, Country

Interests

[Feel free to list these in overarching categories \(e.g. sports, travel, etc.\) or as a list of activities \(e.g. dance, reading, writing\)](#)