



COMPLIMENTARY RESUME TEMPLATE

HOW TO USE THIS TEMPLATE

On the next page is a simple resume template built to help junior and intermediate professionals create a clean and effective resume.

The only purpose of a resume is to get you an interview.

HOW TO USE IT

1. Replace everything in [square brackets] with your own information.
2. Add or remove roles, bullets, and education entries as needed.
3. Delete anything that does not apply to you.
4. Tailor it to each job you apply for.
5. Proofread it, save it as a PDF, and name the file with your name.

For step-by-step advice on every section, see our [Complimentary Resume Guide & Template](#).

Legal Disclaimer: This complimentary resume template does not make any promises or guarantee any specific result.

[YOUR FULL NAME]

[City, Province] | [Phone Number] | [Email Address] | [LinkedIn URL]

OVERVIEW

[Job title] with [#] years of experience in [industry or field]. Skilled in [skill], [skill], and [skill]. [One sentence on a key strength, or the role you are looking for next.]

SUMMARY OF SKILLS

- [#]+ years of [field] experience
- [Technical skill or area of expertise]
- [Technical skill or area of expertise]
- [Technical skill or area of expertise]
- Software: [software], [software], [software]
- [Certification, designation, or language]

EDUCATION

[Institution Name], [City, Province] [Year]
[Credential], [Field of Study]

[Institution Name], [City, Province] [Year]
[Credential or Certification]

EXPERIENCE

[COMPANY NAME], [City, Province] [Month Year] to Present
[JOB TITLE]

- [Action verb] + [what you did] + [the result, with a number if you can]
- [Action verb] + [what you did] + [the result, with a number if you can]
- [Action verb] + [what you did] + [the result, with a number if you can]
- [Action verb] + [what you did] + [the result, with a number if you can]
- [Action verb] + [what you did] + [the result, with a number if you can]

[COMPANY NAME], [City, Province] [Month Year] to [Month Year]
[JOB TITLE]

- [Action verb] + [what you did] + [the result, with a number if you can]
- [Action verb] + [what you did] + [the result, with a number if you can]
- [Action verb] + [what you did] + [the result, with a number if you can]

[COMPANY NAME], [City, Province] [Month Year] to [Month Year]
[JOB TITLE] (Contract)

- [Action verb] + [what you did] + [the result, with a number if you can]
- [Action verb] + [what you did] + [the result, with a number if you can]

REFERENCES

[Full Name], [Job Title], [Company]
[Relationship, for example Former Direct Supervisor] | [Phone Number] | [Email Address]

[Full Name], [Job Title], [Company]
[Relationship, for example Former Direct Supervisor] | [Phone Number] | [Email Address]