# PROFILE

Your profile goes here – a two to three sentence description of your top skills and abilities. This can also be styled as “Key Competencies” instead of a profile, in which case you can provide 3-4 bullet points that show off your most impressive skills and experiences that relate to the job. List relevant languages spoken at the end.

# EDUCATION

**Bachelor of Commerce,** *UBC Sauder School of Business*, Vancouver, BC Expected Completion: May 2018

* Intended Specialization: State option(s) here
* List awards and the reasons why you received them
* Key Courses: Class Name (your%), Class Name (your%), Class Name (your%)
* Key Project: Class Name – description of project and why it relates to the job you’re applying for (this line is optional)

# WORK EXPERIENCE

**Job Title,** *Organization*,City, Province Jan 20XX-Present

* 2-4 bullet points per position
* Brief accomplishment statements using the RATS model (Result, Action, Task, Situation)
* Result (qualitative or quantitative proof of your success), Action (what you did, how you did it, skills you used), Task (your objective), Situation (who, what when, where)

**Job Title,** *Organization*,City, Province Jan 20XX-Jun 20XX

* Brief accomplishment statements using the RATS model (Result, Action, Task, Situation)
* Result (qualitative or quantitative proof of your success), Action (what you did, how you did it, skills you used), Task (your objective), Situation (who, what when, where)

**Job Title,** *Organization*,City, Province May 20XX-Aug 20XX

* Brief accomplishment statements using the RATS model (Result, Action, Task, Situation)
* Result (qualitative or quantitative proof of your success), Action (what you did, how you did it, skills you used), Task (your objective), Situation (who, what when, where)

**EXTRA-CURRICULAR ACTIVITIES**

**Position Title,** *Organization*,City, Province Sep 20XX-Present

* 2-3 bullet points per position
* Brief accomplishment statements using the RATS model (Result, Action, Task, Situation)
* Result (qualitative or quantitative proof of your success), Action (what you did, how you did it, skills you used), Task (your objective), Situation (who, what when, where)

**Position Title,** *Organization*,City, Province Oct 20XX-Apr 20XX

* Brief accomplishment statements using the RATS model (Result, Action, Task, Situation)
* Result (qualitative or quantitative proof of your success), Action (what you did, how you did it, skills you used), Task (your objective), Situation (who, what when, where)

**INTERESTS**

E.g. Building model cars, refereeing soccer, traveling to European countries, blogging about antique automobiles