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|  |  | F I R S T L A S T |
|  |  |  youremail@goeshere.com 613.XXX.XXXX | Ottawa, ON |
|  |  |  |
| KEY SKILLSList 6-8 skills that you like to use and are relevant to the role you are pursuingEDUCATIONProgram Name (2017), University of XXX, BC*List others if there are other graduations dates (not including a high school date, leave that off)*REFERENCESAvailable upon requestINTERESTSPopulate if you would like to – delete if you’d rather not |  | PROFILECommunications Leader with a passion for representing ordinary Canadians facing extraordinary circumstances. Interested in working for an organization where making a difference IS the mission.PROFESSIONAL EXPERIENCE**Org Name** | Location, ON**Title** | Jun 2017 – December 2020Overview sentence followed by…* Achievement statements (up to 3)

**Org Name** | Location, ON**Title** | August 2015 – Jun 2017 Overview sentence followed by….* Achievement statements (up to 3)

**Org Name** | Location, ON**Title** | January 2010 – August 2015Overview sentence followed by….* Achievement statements (up to 3)

VOLUNTEER EXPERIENCE**Org Name** | Location, ON | 20XX – 20XXExample text…Volunteer hours applied within the community supporting local events (charity teas, etc.), kids day camps, construction of a new school and fitness programs for children. |
|   |  |  |