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|  |  | F I R S T  L A S T |
|  |  | youremail@goeshere.com  613.XXX.XXXX | Ottawa, ON |
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| KEY SKILLS  List 6-8 skills that you like to use and are relevant to the role you are pursuing  EDUCATION  Program Name (2017),  University of XXX, BC  *List others if there are other graduations dates (not including a high school date, leave that off)*  REFERENCES  Available upon request  INTERESTS  Populate if you would like to – delete if you’d rather not |  | PROFILE  Communications 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 2020  Overview 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 2015  Overview sentence followed by….   * Achievement statements (up to 3)   VOLUNTEER EXPERIENCE  **Org Name** | Location, ON | 20XX – 20XX  Example 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. |
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