

**Yourname**

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1462 Main Street, City/Town, Province, M3H 1Z6 • 905-555-1234 • [yourname@email.com](mailto:yourname@email.com)

### **SUMMARY OF QUALIFICATIONS**

- Over 8 years of experience in: *list relevant experience here.*
- Strong background in: *list areas of experience that fit will with the job.*
- Proven skills in: *list specific skills you have accumulated that are relevant to the job.*
- Demonstrated ability to: *list specific abilities linked to specific accomplishments.*
- Fluency in English and: *you can list other communication skills here.*
- B.Sc. in Electrical Engineering
- Bachelor of Computer Science
- Computer skills include: Power Point; Microsoft Word; Experience in source control and scripting

### **PROFESSIONAL EXPERIENCE**

#### **Electrical Engineer**

2009 – 2016

Name of Company, City/Town, Province or Country (if your work experience is abroad)

- Conducted research on the design and operation as well as the performance of electrical generation and distribution networks
- Designed electrical and electronic circuits, including components and systems
- Supervised and inspected the installation, modification, testing and operation of electrical and electronic systems and equipment

#### **Computer Programmer**

2005 – 2008

Company Name, City, Province/Country (if not Canada)

- Created, tested, debugged and documented as well as implemented client-tracking software for *place company name here* utilizing skills in C# and VB.net
- Worked directly with end-users to maximize efficiencies and improve user-friendly experience
- Maintained existing computer programs by making minor modifications as required

**Your Name**

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#### **Customer Service Representative**

2002– 2005

Company Name, City, Province/Country (if not Canada)

- Answered inquiries from customers in person and on the phone
- Investigated and solved customer concerns
- Used computerized cash registers in a fast-paced environment

- Earned “Quality Service” award twice

## **VOLUNTEER EXPERIENCE**

### **Library Assistant**

2005 – 2008

Name of Library, City, Province/Country (if abroad)

- Utilized strong attention to detail to organize library shelves and restock returned books
- Assisted library administrators with their online catalogue system

## **EDUCATION**

### **Project Management Certificate**

2012

College Name, City, Province

### **BSc. Electrical Engineering**

2009

Name of University, City, Province/Country (if abroad)

### **Bachelor of Computer Science**

2004

University Name

*(equivalent to a Bachelor of Computer Science degree from an Ontario university, as determined by World Education Services in Toronto, ON)*

## **REFERENCES**

- Available Upon Request