

Sanford Social

613-111-1111

Human Rights Advocate | Trilingual | Avid Traveller

your_email@uOttawa.ca

Address (optional), City, Province, Postal Code

Portfolio, blog, website, LinkedIn (optional)

Commented [MJ1]: You can adapt this heading based on the industry you're targeting. The idea is to create a clear connection between you and the targeted industry desired and/or program of study.

Commented [MJ2]: Use your University of Ottawa email address.

Commented [MJ3]: LinkedIn shorter URL ex. [linkedin.com/in/Sanford.Social](https://www.linkedin.com/in/Sanford.Social)

Commented [MJ4]: Include the most important points you want to highlight. They typically include education, relevant experience, soft skills, computer/technical skills and languages. Tailor points to the targeted industry desired and/or program of study.

SUMMARY OF QUALIFICATIONS

- Second-year student completing a Bachelor of Social Sciences, International Development and Globalization (CO-OP), at the University of Ottawa
- Over two years' experience in community work with adolescents and children
- Excellent interpersonal and teamwork skills honed through experience as a facilitator
- Superior proficiency in Microsoft Word, Excel, PowerPoint and internet research
- Excellent oral and written communication skills in English and French; intermediate Spanish

EDUCATION

Bachelor of Social Sciences, International Development & Globalization (CO-OP) month year – present
University of Ottawa, ON

- Expected graduation date: month year
- Relevant courses

Commented [MJ5]: Include the important details of your education. You can also include relevant courses, projects or the title of your thesis (if applicable).

If you have multiple awards and achievements to showcase, you can add them in an optional section named "Awards and Achievements" at the end of the resumé (see optional sections for reference).

Adding your CGPA to your resumé is optional. Include only if impressive.

RELEVANT SKILLS

Research and Analysis

- Wrote an article on the Canadian judiciary system and sentencing for youth convicted of serious offences; was published in the Faculty of Social Sciences newsletter
- Conducted...
- Analyzed...

Computer and Technical Skills

- Performed factor analysis using SPSS to determine the impact of...
- Created...
- Acquired...

Collaboration and Interpersonal Skills

- Developed excellent oral communication skills when speaking in front of 200+ members of Fighting for Homeless Ottawa community group
- Communicated...
- Facilitated...

Commented [MJ6]: Choose three categories of skills relevant to the position you are seeking. Categories can include organizational, interpersonal, communication, customer service or technical skills. Include examples from your academic, extracurricular, work or volunteer experience. Include at least one soft skill in your categories.

Tips for writing bullet points:

- Use accomplishment-based statements to structure your bullet points, for example, projects completed in class and self-taught and learned.
- Use action verbs that demonstrate specific skill sets.
- Be consistent with your verb tenses and pay close attention to grammar and punctuation.

You can choose to include personal and academic projects related to your field of study.

WORK EXPERIENCE

Facilitator

month year – month year

Organization, City, Province or Country (if abroad)

- Led weekly social activities and sporting events for groups of teens to encourage a healthy lifestyle
- Organized a three-day field trip to Montreal for 20 teens and supervised all fundraising activities
- Planned work schedules for 30 other centre facilitators and volunteers to ensure that activities ran smoothly

Commented [MJ7]: Work experience includes all experience (paid or unpaid) related to your field of study. Ensure all experience is in reverse chronological order (most recent to oldest).

Include transferable skills when explaining your non-relevant tasks using indirect style (see Brightspace). Ensure all experiences are in reverse chronological order (most recent to oldest).

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WORK EXPERIENCE (Continued)

Community Coordinator month year – month year

Organization, City, Province or Country (if abroad)

- Assisted in developing and implementing a breakfast program for children
- Recruited other volunteers to ensure breakfast was served every day
- Coordinated fundraising in the community and encouraged participation of local businesses

Library Clerk month year – month year

Organization, City, Province or Country (if abroad)

- Improved filing system efficiency for periodicals and documentaries by developing a new system
- Inspected library documents and communicated with suppliers to keep collections current
- Answered queries and assisted clients using various search engines, the internet and microfilm

VOLUNTEER EXPERIENCE

Secretary month year – month year

Organization, City, Province or Country (if abroad)

- Corresponded by email with other association members and drafted summaries of all meetings to ensure that members were kept informed on projects
- Scheduled weekly meetings using Microsoft Outlook
- Participated in decision-making during executive meetings

Commented [MJ8]: Use the same format and guidelines as for the “Work Experience” section above. You can omit this section if the content isn’t relevant.

Title of volunteer position month year – present
Name of organization, City, Province

ADDITIONAL TRAINING and CERTIFICATIONS

Intensive Intermediate Spanish, University of Ottawa, ON year

Cardiopulmonary Resuscitation (CPR) Certification, Organization, City, Province year

Commented [MJ9]: Include any training or certifications relevant to the position you’re seeking, in reverse chronological order.

Title, Organization, City, Province
CPR Level C, Canadian Red Cross, Ottawa, ON year

ACHIEVEMENTS and AWARDS

Dean’s Honour List, Faculty of Social Sciences, University of Ottawa, ON year – year

Admission Scholarship, University of Ottawa, ON year

Co-facilitator, “Drugs and Alcohol Abuse Prevention” workshop, Ottawa, ON year

- Presented a workshop aimed at raising awareness among high school teens of the risks of drug usage

Commented [MJ10]: This section is optional. Add if you would like to include achievements and awards not previously mentioned.

INTERESTS (optional)

- Travelled to Brazil, Paraguay, Peru, Thailand and Malaysia
- Plays soccer and volleyball; runs marathons
- Enjoys cooking; has taken courses on French cuisine

Commented [MJ11]: Include sports, travel, hobbies, clubs, groups or professional association memberships, as well as volunteer experience (if not already included in the “Volunteer Experience” section). Activities listed should be current. Highlight extracurricular activities that demonstrate skills such as teamwork, leadership or time management.