

YOUR FULL NAME

City, Province | (000) 000-0000 | you@email.com | linkedin.com/in/you

PROFESSIONAL SUMMARY

2–3 sentence pitch: your role, years of experience, top 2 achievements with numbers, and the Canadian city/province you're targeting.

WORK EXPERIENCE

Job Title — Employer, City, Province

Month Year – Present

- Achievement bullet starting with a strong verb, with a number, %, or dollar amount.
- Second bullet showing scope: team size, budget, geography, tools used.
- Third bullet showing outcome: revenue, retention, cost, safety, quality.
- Fourth bullet tying your work to a Canadian standard, regulation, or client if relevant.

Previous Job Title — Employer, City, Province

Month Year – Month Year

- Bullet with quantified impact.
- Bullet with scope and tools.
- Bullet with outcome.

EDUCATION

Credential (e.g., Bachelor of X) — Institution, City, Province

Graduation Year

Add ECA (WES / ICAS) reference here if you have foreign credentials.

CERTIFICATIONS & LICENCES

- Certification name — Issuing body, Year (add expiry if applicable)
- Provincial licence or registration number if your occupation requires one

SKILLS

Tools: List concrete tools employers screen for (software, equipment, systems).

Languages: English (fluent), French (working) — add CLB level if newcomer.

VOLUNTEER / ADDITIONAL

- Optional — Canadian volunteer roles help newcomers demonstrate local engagement.