

Resume Template:

Part-Time Employment

JANE SHERIDAN

Realtown, ON A1B 2C3 • 555-555-5555 • example@email.com

Specific Job Title – *taken directly from job posting*

Highlights of Qualifications

- 1st bullet point = summarize the **number of months / years of relevant experience** (if applicable) -- co-op, volunteer, practicum and international experience all counts!
 - 2nd bullet point = **summarize your relevant education** (current or past); if including GPA, only list if 3.6 or higher
 - **Hard Skills** bullet points (approx. 3-5) that state the **job specific skills** that relate to the position you are applying to – **align with keywords used in job posting, paraphrase your own statement using the keywords**
 - **Soft Skills** bullet points (approx. 2-3) about your **personality traits** that relate to the position you are applying to
 - Bullet point about **computer skills**
 - Bullet point(s) about **mandatory qualifications / certifications** needed if mentioned in job posting (i.e. Clean Vulnerable Sector Check, Valid First Aid, etc.)
 - Bullet point about **additional languages** you speak (if applicable)
-

Experience

Human Resources Assistant (Co-op Placement)

Company ABC, Realtown, ON

September – December 2018

- Collaborated with HR Generalist and external partners to successfully fill over 30 open positions
- Developed innovative sourcing techniques including social networks and external relationship building resulting in a 20% increase in applicants
- Helped implement a new HRIS PeopleSoft system leading to significant improvements in time-to-hire

Basketball Team Member

Realtown Secondary School, Realtown, ON

September 2017 – June 2018

- Attend scheduled practices and training sessions
- Participated in games and tournaments and further developed my skills
- Established strong teamwork skills by communicating effectively with other members of the team

Page 1 of 2

Resume Template:

Part-Time Employment

JANE SHERIDAN

Realtown, ON A1B 2C3 • 555-555-5555 • example@email.com

Participant – Speech Competition

Realtown Secondary School, Realtown, ON

January 2018

- Thoroughly researched the topic of the criminal justice system to prepare a speech to present at the annual school-wide Speech Writing Competition
- Worked closely with my English Teacher and received feedback on speech draft and made necessary revisions to ensure speech was compelling and dynamic
- Delivered my speech using my strong communication skills and confidence
- Placed 2nd overall in the competition

Education

Business Administration – Human Resources Diploma

Sheridan College, Brampton, ON

January 2019 – Present

- Honours GPA 3.85/4.0
- Expected date of graduation April 2020

Ontario Secondary School Diploma

Realtown Secondary School, Realtown, ON

September 2014 – June 2018

Page 2 of 2