If you have a resume you’re happy with, feel free to submit it as is. If you want some guidance, this resume template provides a basic layout and information about what to include and what to leave out. Read explanations in the comments (in Word, go to Review, Show Markup).

You should also make an effort to make it a little more visually appealing, especially if the job you’re applying for involves design/layout.

Your resume should be 1-2 pages, never more. If you have a lot of experience, consider what is most relevant to the role you’re seeking and leave out the rest.

Firstname Lastname | Home address | email | phone

Education

Sept. 2017-present (expected graduation June 2020)

**BA Honours (Film Studies), Carleton University, Ottawa**

Dean’s Honour List 2017-18 and 2018-19

September 2016-December 2016

**Diploma in Photography, Algonquin College, Ottawa**

Completed one semester of Diploma Program before deciding to apply for a Film degree instead.

Relevant Experience

May 2018- April 2019 **Trainer, ABC Dog School, City of Ottawa**

Planned and led 6-week obedience training course for new dog owners; conducted weekly assessments of obedience skills; promoted program; wrote program report for City by-law committee.

* Recruited 15% more participants than previous summer through creative social media advertising
* Earned average 8.5/10 participant satisfaction by adapting course to participant needs
* Praised for concise and informative report by Chair of By-law committee

June 2018-July 2019 **Co-Coordinator, XYZ Fundraiser, Acme Charity, Almonte (Volunteer position)**

Planned and executed a one-day bike ride fundraiser to raise money for [specific cause]. Did cold calls to seek sponsorship from local businesses; trained and supervised volunteers; documented expenses and funds raised; planned celebration picnic.

* Managed complex logistics including executing back-up plans when it rained during the event
* Supervised 4 volunteers who each worked at least 10 hours per week
* Obtained sponsorship from 4 local businesses
* Raised over $2000 for Acme Charity