**HIGHLIGHT OF QUALIFICATIONS**

* Describe your student status (year and program of study) and what knowledge you have acquired about your field of study
* Describe technical skills like software or sector-specific knowledge (1-2 points)
* Describe [employability skills](https://conferenceboard.ca/edu/employability-skills.aspx?AspxAutoDetectCookieSupport=1) and mention where you developed these skills (1-2 points)

**EDUCATION**

**Title of degree in full** | year started – expected graduation year  
Name of institution, City, Province

* If relevant, mention awards for academic achievement and indicate GPA if B+ or higher

*Relevant course/project: Course title/“Project title”*

* Describe what you did in a course or while working on a project that would be relevant for the job you are applying to
* If concerned about lacking work or volunteer experience, [elaborate on multiple relevant courses and/or projects](https://careers.yorku.ca/files/2019/01/Targeted-Resume-Introduction-and-Academic-Achievements.pdf?x80808)

**WORK EXPERIENCE & VOLUNTEER EXPERIENCE/RELATED EXPERIENCE**

**Position title** | start date – end date/present  
Name of company, City, Province

* Describe what you accomplished or what skills you gained/used during your professional and volunteer experiences using the [accomplishment statement format](https://careers.yorku.ca/files/2019/01/Accomplishment-Statements-and-Action-Verbs.pdf?x80808)
* Each professional or volunteer experience should have 2-4 accomplishment statements

**AWARDS AND TRAINING (optional)**

**Name of award received**, Organization, City, Province Year  
**Name of award received**, Organization, City, Province Year  
**Name of award received**, Organization, City, Province Year  
  
**Title of training or conference**, Organization, City, Province Year  
**Title of training or conference**, Organization, City, Province Year  
**Title of training or conference**, Organization, City, Province Year

**ADDITIONAL INFORMATION (optional)**

**Title of relevant activity/skill**: Description of what you have worked on or accomplished  
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**GENERAL FORMATTING TIPS**

* Resumes can be 1-2 pages in length, but should never exceed 2 pages
* Ensure your formatting is consistent: font style, text size and spaces between categories
* Avoid using personal pronouns (I or we) and writing in full sentences or paragraphs, resumes are meant to be in bullet point format