

Canadian Resume Format for Freshers

NAME

Email:

Mobile:

Professional Summary

ACADEMIC PROFILE

Masters in Project Management, College/ University (2018).

Bachelor of Technology in information technology, University (2016).

Do not add 10th or +2

Technical skills

Software troubleshooting, Administrative Support, Portal technical support, Systems analysis, Analytical and diagnostic skills, Adobe Photoshop and MS Office.

Management skills

Decision-making, Team communication, Team leadership and Task delegation.

Time management skills

Delegating tasks, Organization, Focus, prioritization and Goal setting.

1. Do not add any experience such as labor, factory or warehouse when going for a professional interview. You can add your project or internship details. You have shown your duties you did during project or internship.
2. Do not use the same resume for all jobs. Read the job post carefully and insert keywords in your resume from the job post.
3. If you do not have experience then try to add your all skills and knowledge.
4. Use the entry level keyword to search jobs on the job portal. Those jobs do not require experience.

Canadian Resume Format with Experience

NAME

Email:

Mobile:

Professional Summary

EMPLOYMENT EXPERIENCE

Administrator-Technical Support
Company – Toronto, ON

Aug 2018 to Present

- Review and respond to a high volume of management email/calls and help requests in a professional, friendly and accurate manner- Research, troubleshoot/debug to determine root cause.
- **Read the job post carefully and insert keywords in your duties.**
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INTERNSHIP

Position
Company – Toronto, ON

Aug 2017 to Jul 2018

- Review and respond to a high volume of management email/calls and help requests in a professional, friendly and accurate manner- Research, troubleshoot/debug to determine root cause.
- **Read the job post carefully and insert keywords in your duties.**
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PROJECTS

Title: International business opportunities in e-commerce.

Description:

Duration:

Team Size: 5

Role Played:

Skills Used:

- **Read the job post carefully and insert keywords in your duties.**

SKILLS

Technical skills

Software troubleshooting, Administrative Support, Portal technical support, E-Commerce, Systems analysis, Analytical and diagnostic skills, Adobe Photoshop and MS Office.

Management skills

Decision-making, Team communication, Project planning, Team leadership and Task delegation

Time management skills

Delegating tasks, Organization, Focus, prioritization and Goal setting. □

ACADEMIC PROFILE

Masters in Project Management, College/ University (2018).

Bachelor of Technology in information technology, Punjab Technical University (2016).

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