John Doe

johndoe@hotmail.com

123 Abercrombe Road, Ottawa, Ontario K2S 3R6

999-999-9999

Personal Record Identifier

HIGHLIGHTS OF QUALIFICATIONS

Summary of skills, experience, abilities, knowledge, language and security clearance

-Security Clearance

-Second language evaluation results

-Certifications (if applicable)

-Education

-Skills

EDUCATION

Type of degree/certificate /diploma

Name of learning institution

City/province/country of learning institution

Description – Courses and specialization

Attended (e.g., Oct. 2009 to May 2011)

Year degree/certificate/ diploma awarded (e.g., May 2011)

WORK EXPERIENCE

Title, occupational group and level of substantive position

dd/mm/yyyy when started on the job and dd/mm/yyyy when ended (if applicable)

Name of directorate/branch/organization

City/province/country of work

-Detailed list of experiences and skills acquired while on the job

CERTIFICATIONS

-Name of certification (date obtained)

AWARDS, SCHOLARSHIPS RECEIVED

-Name of award, scholarship (date received)

VOLUNTEER EXPERIENCES

Title

mm/yyyy when started and mm/yyyy when ended

Name of organization

City/province/country where volunteering

Detailed list of experiences and skills acquired while volunteering