

FirstName LastName

999 Smith Avenue, Montreal, QC PostalCode

☎ PhoneNumber ✉ EmailAddress

### Objectives and Character Profile

My objective is to work with an organization that deals with the public and to leverage my bilingual communication skills. I will work hard to help your organization reach its objectives while improving client satisfaction. I hope to make enough money to help pay for my CEGEP and University studies. I have great values, I am a team player and I am respectful and honest.

- Young, energetic, bilingual (English/French), optimistic and self-motivated
- Collaborative, resourceful, knowledgeable, determined to succeed with a focus on results
- Respectful and believes in helping others
- Experienced in use of computer technology and social media

### Education

<b>CEGEP Diploma in Social Sciences</b>	<b>Starting August 2015</b>
John Abbott College (Sainte-Anne-de-Bellevue, QC)	

<b>High School Diploma</b>	<b>Expected June 2015</b>
John Rennie High School (Pointe-Claire, QC)	

- |   |           |
|---|-----------|
| • ABC award, XYZ award, 123 award                     | June 2015 |
| • Award – Description                                 | 2007      |
| • Examples – Honour student Grades 7, 8, 9, 10 and 11 |           |

<b>Elementary School</b>	<b>Year</b>
ABC School (City, QC)	

- |                          |      |
|--------------------------|------|
| • Award – Description(s) | Year |
|--------------------------|------|

### Key Qualifications

- Computer skills: iOS, OS X, Windows, Word, Excel, Outlook, PowerPoint, Prezi, Google docs, Social Media
- Excellent knowledge of A, B, C and D

### Employment

- |   |                         |
|---|-------------------------|
| • XYZ (Montreal, QC): <i>Description</i> (Montreal, QC)                                 | <b>Dates</b>            |
| • XYZ (Montreal, QC): <i>Description</i> (Montreal, QC)                                 | <b>Dates</b>            |
| • XYZ (Montreal, QC): <i>Description</i> (Montreal, QC)                                 | <b>Dates</b>            |
| • XYZ (Montreal, QC): <i>Description</i> (Montreal, QC)                                 | <b>Dates</b>            |
| • XYZ (Montreal, QC): <i>Description</i> (Montreal, QC)                                 | <b>May 2014-Present</b> |
| • XYZ (Montreal, QC): <i>Description</i> (Montreal, QC)                                 | <b>Dates</b>            |
| • XYZ (Montreal, QC): <i>Description</i> (Montreal, QC)                                 | <b>Dates</b>            |
| • XYZ (Montreal, QC): <i>Description</i> (Montreal, QC)                                 | <b>Dates</b>            |
| • <b>John Rennie High School</b> (Pointe-Claire, QC): <i>Social Justice Coordinator</i> | <b>Dates</b>            |
| • <i>Tutor</i> (SubjectA and SubjectB)  | <b>Dates</b>            |

### Other Community Experience

- Example: Volunteered to make Christmas baskets for less fortunate families
- Example: Volunteered to help senior citizens at senior homes
- Example: Supervised elementary school field days
- Example: Participated in countless fundraisers
- Example: Medal winner of the ABC

### Affiliations

- |               |                   |
|---------------|-------------------|
| • Member of A | <b>Since 2014</b> |
| • Member of B | <b>Since 2013</b> |

### References

- Available upon request

***Interests***

Sports, reading, music, movies