

FirstName LastName
Address, City, QC PostalCode
☎ PhoneNumber
✉ EmailAddress

“FirstName LastName, one of the best, well-rounded student I’ve ever had. She is a mature and serious learner and has exceptional ABC skills. FirstName is inquisitive.”

For almost two years, I have the pleasure to work, in the summer months, with FirstName. I am happy to say that she is a team player, a kind and sincere individual, and an amazing coworker. I was quite impressed to notice, early on, that she is very organized.

Supervisor’s Name
Title

“FirstName is determined, smart and caring. Her ability to interact with both young and old is a quality seldom found.”

“FirstName was exceptionally reliable, courteous, always followed directives and was able to

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

CEGEP

John Abbott College, St Anne-de-Bellevue, QC (starting August 2015)

- Social Science, Commerce Profile; 2 year program

High School Diploma

John Rennie High School, Pointe-Claire, QC; Expected June 2015

- Social Justice; Grades 8, 9, 10 and 11
- Student Council; Grades 8, 9, 10 and 11
- Leadership; Grades 8, 9, 10 and 11
- Actor’s Studio; Grades 9, 10 and 11
- Black and Gold Show; Grade 11
- Achievement ABC, 2014

Elementary School Graduate

SchoolName, City, QC, Year

- Award ABC, YearA-YearB

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): *Description* (Montreal, QC); Dates
- XYZ (Montreal, QC): *Description* (Montreal, QC); Dates
- XYZ (Montreal, QC): *Description* (Montreal, QC); Dates
- XYZ (Montreal, QC): *Description* (Montreal, QC); Dates
- XYZ (Montreal, QC): *Description* (Montreal, QC); Dates
- John Rennie High School (Pointe-Claire, QC): *Fundraising Coordinator*
- *Tutor* (SubjectA and SubjectB)

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

References

- Available upon request

*build a good rapport with our
customers.”*

CompanyName

Interests

Sports, reading, music, movies