

Example of a chronological CV

CWY = educational experience

This is a classic and easy-to-use format for highlighting the skills you acquired with CWY in a general way.

MARY PALMER

1234 Address
Montreal, Quebec H2Z 2Z2

514-555-5555
email@hotmail.com

CAREER OBJECTIVE

To secure a human resource management position within a not-for-profit organization where I can use my training and communication skills.

EDUCATION AND TRAINING

B.A. IN HUMAN RESOURCES MANAGEMENT

McGill University

2010-2013

CANADA WORLD YOUTH

International development youth exchange program

St-Donat, QC - Kenya

2009-2010

- Training in leadership, conflict resolution, and interpersonal and intercultural communication.
- Research and leadership of educational activity days on sustainable development
- Organization of fundraising activities as part of the Giving Means program
- Improving my second language, French

Example of a chronological CV

CWY = work experience

This is a classic format that may be used if some of the work projects or activities you were involved in during the program have a clear link to the job you are applying for and the acquired skills are easily transferable. We recommend you place your CWY experience in a separate section, not following a list of your employment history.

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CAREER OBJECTIVE

To secure a human resource management position within a not-for-profit organization where I can use my training and communication skills.

WORK EXPERIENCE

TRAINEE IN HUMAN RESOURCES
Companies Inc., Montréal.

Summer 2012

RECEPTIONIST
Companies Inc., Montréal.

2010-2011

ADDITIONAL EXPERIENCE

INTERNATIONAL VOLUNTEER

2011-2012

*Canada World Youth, International development youth exchange program
St-Donat, QC - Kenya*

- Plan and lead training workshops on sustainable development for groups of twenty or more young people
- Help coordinate fundraising activities in Perth, Ontario: solicit donors, organize fundraising events and administrative follow-up

Achievements

- ▶ Raised \$2,000 in four months for a development project in Honduras
- ▶ Enlisted the support of 300 members of the Perth community for youth-led development projects in Honduras
- Designated journalist for the group in Bolivia: wrote blog articles, gave interviews in English and Spanish to local radio stations

Example of a skills-based CV

This is a slightly less common format that could be useful if you don't have much professional experience. It allows you to highlight the skills and abilities that are directly related to the job you are applying for.

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JOB - RELATED SKILLS

INTERNATIONAL VOLUNTEER

2011-2012

*Canada World Youth, International development youth exchange program
St-Donat, QC - Kenya*

- Leadership and teamwork
 - Collaborate with a group of eighteen young people in sustainable development projects
 - Participate in the development and leading of training workshops
- Organization and time management
 - Plan schedules and create material for training activities and workshops
 - Carry out logistics planning for a fundraising activity
 - Respect deadlines and commitments

WORK EXPERIENCE