

CV CHRONOLOGICAL ENGLISH – MAX 2 PAGES

First name LAST NAME

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PROFILE SUMMARY

- XX years of experience in X and/or Y field
- Skill 1 (know-how, hard-skill)
- Skill 2 (abilities, personal qualities at work)
- Skill 3 (technical skills if any)
- Languages: English, French, Spanish, Arab, etc.
- Software: Word, Access, Excel, Power Point, etc.

PROFESSIONAL BACKGROUND

Administrative Assistant

ABC Productions, Montréal

2011-2017

- Realisation of different documents
- Carry out of the department's accounting: accounts for customers and providers, salaries for the employees,
- Present monthly sales reports to the company's owners

POSITION

Company name, place

2011-2017

- Mission/task number 1
- Mission/ task number 2

(Optional) *Achievements*

POSITION

Company name, place

2011-2017

- Mission/task number 1
- Mission/ task number 2
- Mission/ task number 3
- ...

(Optional) *Achievements*

STUDIES

Diploma

School, university, institution/ place

(year of graduation) 2000

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School, university, institution/ place

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TRAININGS/CERTIFICATIONS

Training name

Institution, company, school/place

2003

Training name

Institution, company, school/place

2003

Training name

Institution, company, school/place

2003

VOLUNTEERING ACTIVITIES – SOCIAL COMMITMENTS

Position

Institution, Place

2008-2009

- Mission/task number 1
- Mission/ task number 2
- ...

Position

Institution, Place

2008-2009

- Mission/task number 1
- Mission/ task number 2
- ...