

SKILLS CV ENG – MAX 1 PAGE

First name LAST NAME

123, rue des Ormes, Montréal (Québec) H8H 2H2
Telephone (home): 514 555-1212 / Cellphone: 514 555-1213
Email: prénom.nom@gmail.com
LinkedIn: ca.linkedin.com/in/first name-last name

PROFILE SUMMARY

- XX years of experience in customer service (detail the main aspects of your profile here)
- Main skills
- Aptitudes,
- Software: Word, Access, Excel, Power Point, etc.
- Languages: English, Spanish, French

SKILLS

Skill #1: (Field of competence. i.e.: « cleaning », « manufacturing », « construction »)

- Using bullet points describe and elaborate on experiences and skills that you have developed.

Skill #2:

- Do not hesitate to quote precise achievements with figures and examples in the skills that you write.

Skill #3:

- Pick carefully the skills that you want to highlight: they need to be related to the sector and/or job offer that you are applying for.

PROFESSIONAL EXPERIENCES/ PROFESSIONAL BACKGROUND

Position

Company name, city, country

2011-2017

Position

Company name, city, country

2011-2017

STUDIES AND TRAINING:

Diploma

School, university, institution/ place

(year of graduation) 2000

Training name

Institution, company, school/place

(year of graduation) 2003

VOLUNTEERING ACTIVITIES – SOCIAL COMMITMENTS

Position

Institution, city, country

2008-2009