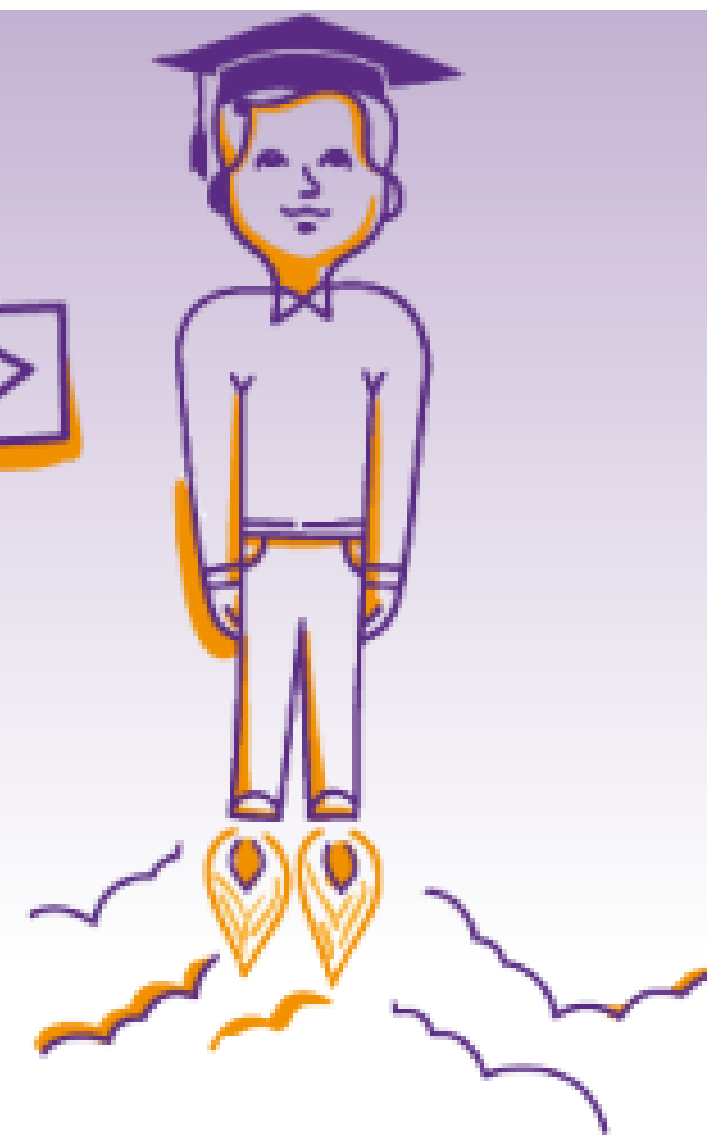
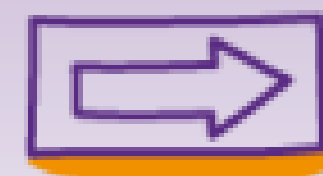




Career and Transition Services



Resume **GUIDE**

Jane Doe

(123) 456-7890 | janed@gmail.com | Sherbrooke, QC | linkedin.com/in/janedoe

ASPIRING SECONDARY SCHOOL TEACHER

- Final-year Bachelor of Education student with specialization in secondary-level teaching, supported by academic honors and a commitment to professional development in the educational field.
- Proficient in designing and implementing curriculum for secondary education, with a focus on English and Mathematics.
- Demonstrated success in student mentorship and academic support, with a track record of facilitating significant improvements in student grades and comprehension.
- Effective bilingual (English & French) communicator, skilled in working with diverse student populations and fostering positive relationships with parents and students.
- Dedicated to community service and educational outreach, with extensive volunteer experience in environmental conservation, health education, and culinary arts.

EXPERIENCE

Student Teacher Jefferson Elementary School, Brossard, QC	September 2023 - Present
<ul style="list-style-type: none">• Collaborating with teachers to plan and deliver instructional activities that facilitate active learning experiences.• Developing and implementing lesson plans in English and Mathematics, resulting in a 20% improvement in grade 4 students' test scores.• Integrated technology in teaching, increasing student participation in virtual classrooms by 25%.• Assessed student performance through regular tests and assignments, providing constructive feedback to support academic growth, with 85% of students achieving or exceeding grade-level expectations.	
Teaching Assistant Department of Education, University of Sherbrooke, Sherbrooke, QC.	January 2022 - Present
<ul style="list-style-type: none">• Supported the delivery of lectures and seminars, receiving a 95% positive feedback rating from students for clarity and helpfulness.• Guided 30+ students in academic projects, with 90% achieving grades of B or higher.• Coordinated with faculty to develop and update course materials, ensuring alignment with the latest curriculum and best practices.• Streamlined online learning management, enhancing content accessibility and student satisfaction by 30%.	

Tutor Sherbrooke Community Center, Brossard, QC	September 2020 - August 2022
<ul style="list-style-type: none">• Provided tutoring in English, Math, and Science, improving students' grades by an average of 10.3%.• Developed individualized learning plans for 40+ students, leading to a 50% improvement in their academic performance and confidence.• Facilitated parent-teacher meetings to discuss progress, with 95% of parents reporting satisfaction with their children's improvements.	

Education Program Intern Museum of Nature and Science, Montreal, QC	June 2021- August 2021
<ul style="list-style-type: none">• Assisted in creating and leading educational programs, attracting 1,000+ visitors over the summer, a 20% increase from the previous year.• Developed and implemented interactive materials and activities, resulting in a 30% increase in visitor engagement in museum educational programs.• Conducted over 50 guided tours, consistently rated as 'excellent' in visitor feedback surveys.	

EDUCATION AND TRAINING

Bachelor of Education Teaching and Learning at a Secondary Level, Bishop's University, Sherbrooke, QC	2020 - Present
<ul style="list-style-type: none">• Expected graduation May 2024	
DEC Social Science Champlain College, Lennoxville, QC	June 2020
<ul style="list-style-type: none">• Psychology profile	

AWARDS

Honour Roll, Bishop's University, Sherbrooke, QC	2021, 2022, 2023
Michael Goldbloom Excellence Scholarship, Bishop's University, Sherbrooke, QC	2021, 2022, 2023
Honour Roll, Champlain College, Sherbrooke, QC	2018, 2019, 2020

VOLUNTEER EXPERIENCE

Heart & Stroke Foundation (heartandstroke.ca) Sherbrooke, QC	2012, 2017
<ul style="list-style-type: none">• Annual fund-raising campaign• Collected funds, promoted awareness of the mission of the Heart & Stroke Foundation.	
School Humanitarian Mission Community Peru	2015
<ul style="list-style-type: none">• Integrate into the community and adopt their way of life, engage in tree planting..	
Montreal Marathon Montreal, QC	2015
<ul style="list-style-type: none">• Volunteer in charge of beverages and water supply.	

For the best results, use a **clean, one-column, two-page layout**. Avoid pictures, charts, and decorative fonts. If you lack enough experience for two full pages, stick to a single full page—no half-pages.

The core **Headings** you will want are:

- Summary (you can also replace this with the job title you are applying to)
- Education
- Experience
- Training/Certification
- Awards/Scholarships
- Volunteer Experience
- Skills (Try to include mostly hard skills)
- Extra-curricular activities
- And more!

Save as **PDF**. Otherwise the formatting may change when you send it.

Jane Doe

(123) 456-7890 | janed@gmail.com | Sherbrooke, QC | linkedin.com/in/janedoe

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EXPERIENCE

Student Teacher

September 2023 - Present

Jefferson Elementary School, Brossard, QC

- Collaborating with teachers to plan and deliver instructional activities that facilitate active learning experiences.
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Teaching Assistant

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Sherbrooke Community Center, Brossard, QC

September 2020 - August 2022

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Museum of Nature and Science, Montreal, QC

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EDUCATION AND TRAINING

Bachelor of Education

2020 - Present

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- Expected graduation May 2024

DEC Social Science

June 2020

Champlain College, Lennoxville, QC

- Psychology profile

AWARDS

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2021, 2022, 2023

2021, 2022, 2023

2018, 2019, 2020

VOLUNTEER EXPERIENCE

Heart & Stroke Foundation (heartandstroke.ca)

Sherbrooke, QC

2012, 2017

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School Humanitarian Mission Community

Peru

2015

- Integrate into the community and adopt their way of life, engage in tree planting..

Montreal Marathon

Montreal, QC

2015

- Volunteer in charge of beverages and water supply.

@

✉

Contact information should be top of page. Include:

- Your name
- Your phone number
- Your professional e-mail address
- Your city and province (not your home address!)
- Your LinkedIn profile
- The link to your professional website (optional)

Jane Doe

(123) 456-7890 | janed@gmail.com | Sherbrooke, QC | linkedin.com/in/janedoe

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EXPERIENCE

Student Teacher

Jefferson Elementary School, Brossard, QC

September 2023 - Present

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September 2020 - August 2022

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EDUCATION AND TRAINING

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2020 - Present

- Expected graduation May 2024

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Champlain College, Lennoxville, QC

June 2020

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Peru

2015

- Integrate into the community and adopt their way of life, engage in tree planting..

Montreal Marathon

Montreal, QC

2015

- Volunteer in charge of beverages and water supply.

The **Summary** section should hit the key points of your resume.

- Include 3-5 bullet points
- The first point should be your highest level of education
- Include industry-related terms and customize your bullet points to fit the job requirements.
- Make sure to add specific skills (qualify and give examples), including language & tech proficiency.
- You can also mention relevant coursework, internships, or anything else that aligns with the field you are applying to.

Jane Doe

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Montreal Marathon 2015
Montreal, QC

- Volunteer in charge of beverages and water supply.

The **Experience** section should show your most recent experience first and generally should not go back further than 10 years. Ideally, you should have 2-5 bullet points per job title. Always try to include data, metrics, and achievements when possible.

Most of the time we suggest beginning each bullet point with an **action verb**. We also recommend using the present tense for your current job and the past tense for previous roles.

Remember, don't just list job duties. You are looking to show that you are an exceptional candidate and your bullet points should reflect that.

Jane Doe

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Champlain College, Lennoxville, QC

- Psychology profile

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School Humanitarian Mission Community 2015
Peru

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Montreal Marathon 2015
Montreal, QC

- Volunteer in charge of beverages and water supply.

If you are a recent graduate, consider adding specific course highlights to the **Education** section, provided they directly relate to the job you are applying for. You can also add your GPA if it's above average. Awards can also be inserted in the Education section, but if you have too many, consider making a separate section for them.

Volunteer Experience can take the place of the Experience section, if you do not have any paid work experience. If that is the case, add achievement-focused bullet points, much like you would for paid employment.

YOUR NAME

Number your pages and
write your name if there is
more than one page.

City, Province | Professional.Email@gmail.com | Phone number | linkedin.com/in/username

Summary of Qualifications

- Highlight your best achievement from your resume for the position you are seeking
- Show your language proficiency
- Make sure you use key words that employers use on the job post
- Show your computer skills: list of software

Education

Degree, major and specializationYears - Present

University's name, Location, Province

- Expected graduation date
- Awards/scholarships
- Any courses that can be relevant, like experiential learning course

Work Experience

Title of the positionMonth Years - Month Years

Name of organization

- Use Action-Oriented accomplishment statements
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements
- Do not use personal pronouns

Volunteer Experience

Title of the positionMonth Years - Month Years

Name of organization

- Make sure that your experience is relevant to the position you are seeking
- Use the same format guideline as for the Work Experience

Extracurricular Activities

Title of the positionMonth Years - Month Years

Name of organization

- Make sure that your experience is relevant to the position you are seeking
- Use the same format guideline as for the Work Experience

Action Verbs

MANAGEMENT

Administered
Analyzed Assigned
Attained Chaired
Consolidated
Contracted
Coordinated
Delegated
Developed
Directed
Evaluated
Executed
Improved
Increased
Organized
Oversaw Planned
Prioritized
Produced
Recommended
Reviewed
Scheduled
Strengthened
Supervised

COMMUNICATION

Addressed
Arbitrated
Arranged
Authored
Collaborated
Convinced
Corresponded
Developed
Directed
Drafted
Edited
Enlisted
Formulated
Influenced
Interpreted
Lectured
Meditated
Moderated
Negotiated
Persuaded
Promoted
Publicized
Reconciled
Recruited
Spoke
Translate

CREATIVE

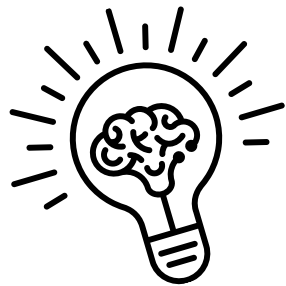
Acted
Conceptualized
Created
Customized
Designed
Developed
Directed
Established
Fashioned
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Originated
Performed
Planned
Revitalized

TECHNICAL

Assembled
Built Calculated
Computed
Designed
Devised
Engineered
Fabricated
Maintained
Operated
Overhauled
Programmed
Remodeled
Repaired
Solved
Upgraded

ACCOMPLISHMENTS

Archived
Expanded
Improved
Pioneered
Reduce
Resolved
Restored
Spearheaded
Transformed
Operationalized



Action Verbs

CLERICAL OR
DETAIL ORIENTED

Approved
Arranged
Catalogued
Classified
Collected
Complied
Dispatched
Executed
Generated
Implemented
Inspected
Monitored
Operated
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Specified
Systematized
Tabulated
Validated

TEACHING

Adapted
Advised
Clarified
Coached
Communicated
Coordinated
Demystified
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Informed
Instructed
Persuaded
Set goals
Stimulated
Trained

HELPING

Aided
Assessed
Assisted
Coached
Counseled
Demonstrated
Diagnosed
Encouraged
Guided
Helped
Motivated
Prevented
Provided
Rehabilitated
Represented
Resolved
Supported

FINANCIAL

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed
Forecasted
Managed
Marketed
Planned
Projected
Researched

RESEARCH

Clarified
Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Organized
Reviewed
Summarized
Surveyed
Systematized

