**eHealth Resume Template**

**FIRST NAME AND LAST NAME**

Home Address

Phone Number │McMaster Email Address

LinkedIn Link

**EDUCATION**

**Degree, Specialization**  Convocation Month and Year

*University, City, Province (or Country)*

* Name of scholarships or awards – year
* Title of thesis if applicable

**Certification, Specialization**  Month and Year

*University, College or Organization, City, Province (or Country)*

* Scholarships or awards - year

**CAREER RELATED SKILLS (including any technical skills)**

* Fluent in XXXX both written and oral communication
* Proficient in XXXX software including XXXX, XXXX and XXXX

**WORK EXPERIENCE**

**Title of Position**

*Name of Employer, City, Province* Month/Year Started – Month/Year Finished Implemented nine XXXX used to track website visitor trends and buying patterns; increased business growth and profit by nearly XX% in first year of implementation.

* Generated high levels of consumer awareness through XXXX, including print and web; resulted in further increases in XXXX and XXXX the web traffic within two months.
* Designed XXXX training program for all product line sales in Canada; revised XXXX to include national sourcing and purchasing of products
* Led functional development of XXXX for XXXX product line consisting of XXXX distinct products; partnered with XXXX to determine technical specifications and launched system within XXXX months

**Title of Position**

*Name of Employer, City, Province* Month/Year Started – Month/Year Finished

* Coordinated XXXX redesign by administering, operating and managing multiple XXXX systems and application server platforms across a XXXX region for XXk clients.
* Standardized XXXX and operating procedures for international purchasing division designed to reinforce brand awareness and ensure XXXX
* Consolidated up to XX help desks into one centralized support system; improvements led to XX% increase in customer call efficiency and further developed XXXX
* Incorporated analytical techniques such as XXXX, XXXX and process mapping to eliminate duplication, facilitate workflow, and assure XXXX of staff and equipment

**Title of Position**

*Name of Employer, City, Province* Month/Year Started – Month/Year Finished Managed recruitment of XXXX, expanding department from XXX to XXXX representatives and initiated XXXX to recognize staff achievements.

* Developed XXXX strategic initiative for XXXX department and effectively communicated change suggestions to XXXX, resulting in XXX
* Compared historical data from XXXX to XXXX and reported trends to XXXX, decreasing departmental annual expenses by $XXXX

**VOLUNTEER AND COMMUNITY ACTIVITIES**

**Volunteer Title,** *Organization, City, Province* Month/Year Started – Month/Year Finished

* Assembled practice drills for XXXX member team to enhance XXXX and guided members on the rules and regulations of the sport resulting in XXXX
* Achieved XX place standing for the past XX years in league of over XX teams

**Volunteer Title,** *Organization, City, Province* Month/Year Started – Month/Year Finished

* Analyzed XXXX case in a team of XXX to develop creative ideas and solutions competing against XX schools; placed XX overall

**PUBLICATIONS AND CONFERENCE PRESENTATIONS**

* Mandatory section for thesis applicants, if applicable, to demonstrate research experience.
* Can include work in preparation or progress.
* Use proper reference formatting (Vancouver, APA, etc)

**ACTIVITIES AND INTERESTS**

* Activity A
* Activity B
* Activity C