

[Your Name]

[Target job title]

[City], [Province] · [Phone] · [Email] · [LinkedIn or website URL]

PROFESSIONAL SUMMARY

Operations coordinator with six years of experience in logistics and customer service across Ontario and British Columbia. Reorganized inbound scheduling for a regional distribution centre, cutting average truck wait times by a third. Skilled in inventory software, vendor communication and training new staff. Bilingual in English and French, with a record of clear reporting to senior management.

Example text — rewrite it for your own role and results.

CORE SKILLS

[Skill] · [Skill] · [Skill] · [Tool or software] · [Tool or software] · [Method]

WORK EXPERIENCE

[Job title] — [Company name], [City]

[Month Year] – Present

- [Achievement with a number: what you did, for whom, and the result.]
- [Responsibility that matches the job you are applying for.]
- [Tool, process or project you improved, with scale or time saved.]

[Job title] — [Company name], [City]

[Month Year] – [Month Year]

- [Achievement with a number: what you did, for whom, and the result.]
- [Responsibility that matches the job you are applying for.]
- [Tool, process or project you improved, with scale or time saved.]

EDUCATION

[Degree or qualification] — [University or institution], [City]

[Month Year] · [Grade or classification, if strong]

CERTIFICATIONS AND LICENCES

- [Certification or licence], [Issuing body], [Number or date if relevant]
- [Certification or training], [Issuing body]

LANGUAGES

[Language] — [level, e.g. fluent / professional / basic]

VOLUNTEER EXPERIENCE

[Job title] — [Company name], [City]

[Month Year] – Present

- [Achievement with a number: what you did, for whom, and the result.]
- [Responsibility that matches the job you are applying for.]
- [Tool, process or project you improved, with scale or time saved.]

[Job title] — [Company name], [City]

[Month Year] – [Month Year]

- [Achievement with a number: what you did, for whom, and the result.]
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