**TARGET JOB TITLE {e.g. Civil Engineer}**

An enthusiastic and dedicated {civil engineering graduate} with over {4 years} experience in the construction industry. Extremely organized with the ability to work both independently of own initiative or as part of a successful team, demonstrating the motivation and multi-tasking abilities required to meet demanding deadlines while maintaining the highest of standards. Currently looking for a new and challenging position as a {Civil Engineer} where I can develop my site-based experience.

**HIGHLIGHTS OF QUALIFICATIONS**

* Over 10 years of experience in …
* Strong background in …
* Proven skills in …
* Demonstrated ability to…
* Professional communication skills include fluency in English and …

**WORK EXPERIENCE**

**[Job Title] ABC Corp., Tehran, IRAN *Aug 2018 – Present***

*(ABC supplies financial and risk management software to finance professionals world-wide)*

* Use 3-4 good bullet points. Do not just list duties. Focus on problems/situations encountered, actions taken and results achieved.
* Focus on what you achieved that could differentiate you from others.
* If your work is project based, list 2-3 main projects you worked on. Highlight project scope, Canadian dollar value, and 2-3 results/achievements that you have been responsible for (i.e. what was your positive impact on this project?)

**[Job Title] DEF Corp., Tehran, IRAN *Feb 2015 – Aug 2018***

*(DEF supplies design software to graphics professionals in Canada)*

* Use 3-4 good bullet points. Do not just list duties. Focus on problems/situations encountered, actions taken and results achieved.
* Focus on what you achieved that could differentiate you from others.
* If your work is project based, list 2-3 main projects you worked on. Highlight project scope, Canadian dollar value, and 2-3 results/achievements that you have been responsible for (i.e. what was your positive impact on this project?)

**[Job Title] Big Co., Shiraz, IRAN *Jul 2013 – Feb 2015***

*(DEF supplies design software to graphics professionals in Canada)*

* Use 3-4 good bullet points. Do not just list duties. Focus on problems/situations encountered, actions taken and results achieved.
* Focus on what you achieved that could differentiate you from others.

**[Job Title] Another Employer Inc., Dublin, Ireland *Jul 2012 – Jun 2013***

*(DEF supplies design software to graphics professionals in Canada)*

* Use 3-4 good bullet points. Do not just list duties. Focus on problems/situations encountered, actions taken and results achieved
* Focus on what you achieved that could differentiate you from others

**VOLUNTEER EXPERIENCE**

Library Assistant ***2008 – Present***

Library Name, City, Province

• Utilize strong attention to detail to organize library shelves and restock returned books

• Assist library patrons with the online catalogue system

**EDUCATION & PROFESSIONAL DEVELOPMENT**

**Degree in Civil Engineering** (GPA: x.xx/4.00)**,** University of Life.*Sep 2008 – Jul 2012*

Modules included: these 3/4 courses, which relate directly to, the job posting, you’re applying to.

Main project: A one-line summary that explains what the project was all about.

* Quick summary on how this course better equips you and differentiates you from others

**Something Interesting** (GPA: x.xx/4.00)**,** University of Life**.** *Sep 2007 – Jul 2008*

Modules included: these 3/4 courses, which relate directly to, the job posting, you’re applying to.

Main project: A one-line summary that explains what the project was all about.

* Quick summary on how this course better equips you and differentiates you from others

**Courses:**

* Certified General Accountant, if they asked for it in the job posting.
* Advanced Certificate in Macroeconomics, if it helps showcase that you’re an exceptional candidate.
* Safety Certificate from a reputable organisation, if this is a key element of the job.

**Software skills:**

* AutoCAD
* MATlab
* LabVIEW
* Burli
* Adobe Photoshop
* Microsoft Office (Word, Excel)