

YOUR NAME

XXXX Wilson, Montreal Quebec, H4A0A2
Email: xxxxxxxx@hotmail.com Tel: xxx-xxx-xxxx

Profile

I am a hardworking, mature and team-oriented individual. I excel at customer service, marketing and graphic design. While in Canada, I want to improve my English, gain international experience and learn about the local business culture. I am available for a 10 week internship, from January 4th to March 11th. (*SUGGESTION: 3 adjectives that describe you best; 3 things that you can do well pertaining to work; 3 goals that you would like to achieve through your internship; and dates of your internship*)

Summary of Qualifications

- Organized
- Microsoft Word, Excel, PowerPoint
- People oriented
- Motivated
- Corel Draw, Photoshop and Illustrator
- Adaptable to change

Education

Business Communications Certificate (*PROGRAM NAME*) October 2009 – January 2010
International Language Schools of Canada (*SCHOOL*), Montreal, QC (*LOCATION*)

- Courses include the international business, communications and presentation skills

Degree in Marketing and Communications September 2004 – May 2008
University of Tokyo, Tokyo, Japan

- Courses included graphic design, social media, marketing and economics

Work Experience

Graphic Designer (Full-time) (*POSITION HELD*) June 2008 – September 2010
CDC Telecommunications (*COMPANY*), Tokyo, Japan (*LOCATION*)

- Published advertisements for company's annual magazine
- Helped designed new website

Server (Part-time) September 2004 – February 2008
Subbi's Restaurant, Tokyo, Japan

- Served customers and handled cash register
- Responsible for opening, closing restaurant and inventory

Volunteer Experience

Cafeteria Volunteer March 2004 – August 2005
Sunshine Senior Home, Tokyo, Japan

- Helped prepare and serve meals to residents

Language Skills

- English & French - Advanced
- Japanese – Native Language
- Mandarin – Basic

Extracurricular Activities

- Reading
- Playing tennis and soccer
- Learning new languages