

This is an example of a resume submitted by a successful OCI applicant in Ontario. Written consent was obtained from the student. Some identifying information has been redacted to maintain confidentiality. Do not copy or re-publish this resume.

JOHN SMITH

[HOME ADDRESS] | [PHONE NUMBER] | [EMAIL ADDRESS]

EDUCATION

[LAW SCHOOL NAME] Sept '18 – Apr '21

Juris Doctor Candidate

- Ranked top 10% of 1L JD Class
- Received the [AWARD NAME] for achieving highest grade in [CLASS NAME]

[UNDERGRADUATE UNIVERSITY] Sept '12 – Apr '17

[PROGRAM NAME]

- Graduated Cum Laude

EMPLOYMENT EXPERIENCE

[COMPANY NAME] May '19 – Aug '19

[JOB TITLE]

- [TASK DESCRIPTION]
- Researched local legislation concerning property developments
- Designed and created multiple company guides that will be used in future openings of new properties
- Allocated and assigned costs between each project's residential and commercial units

[COMPANY NAME] May '16 – Feb '18

[VOLUNTEER TITLE]

- Worked on a team to plan and organize fundraising events and increase awareness for private sponsorship programs
- Increased the organization's social media presence

[COMPANY NAME] May '14 – Aug '17

[JOB TITLE]

- Scheduled employees, hired restaurant staff and maintained a teamwork-oriented environment
- Responsible for ensuring both customer and employee satisfaction in an extremely fast-paced environment
- Supervised over twenty servers, bartenders, cooks and support staff
- Learned how to operate effectively under pressure by responding quickly and professionally in sensitive, time-pressured situations
- Received a [AWARD TITLE]

[COMPANY NAME] May '13 – Aug '13

[JOB TITLE]

- Promoted new sales and exciting dealership promotions
- Excelled in resolving customer service issues

[COMPANY NAME] May '12 – Aug '12

[JOB TITLE]

- Responsible for ensuring entire property was well-groomed to maintain resident satisfaction

EXTRA CURRICULAR & COMMUNITY INVOLVEMENT

[CHARITY NAME] Feb '18 – present
[ROLE TITLE]

- Responsible for recruiting volunteers
- Regularly update the organization's social media platforms and help organize events

Pro Bono Students Canada Sept '17 – present
[PROJECT NAME]

- Conducted legal research in the creation of an informational brochure for various supports groups
- Participated in a one-hour radio interview to promote the [PROJECT NAME] background and goals
- Worked under the supervision of a lawyer

[CHARITY NAME] Jan '15 – Nov '16
[ROLE TITLE]

- Helped plan and organize two annual walks to raise money and awareness; raised approximately \$15,000 in 2015 and \$20,000 in 2016
- Operated an information desk at the [EVENT NAME] to promote upcoming charitable events

[CHARITY NAME] Sept '14 – Aug '17
[ROLE TITLE]

- Reached out to charitable organizations within [CITY] and facilitated assistance from financial donations to food catering donations
- Worked on a team to plan and execute a variety of events for charities including **[LIST OF CHARITIES]**

[CHARITY NAME] Jan '14 – May '14
[PROJECT NAME]

- Helped create a campaign aimed at eliminating the use of sweatshop-made apparel by university sports teams

SKILLS & INTERESTS

- **Sports:** Soccer, squash, basketball, volleyball
- **Travelling:** Travelled to Italy, England, Czech Republic, Germany, Poland, Switzerland, Greece
- **Art:** Guitar, violin, piano