First and Last Name
Home Address | Telephone Number | Email | LinkedIn or GitHub URL (if available))

Contact Information/Heading tells the recruiter who you are and how you can be reached.

DO NOT INCLUDE *birthday, marital status, picture, country of origin.* Some resume templates you find online will include a picture beside the contact details. That might be acceptable in some countries, but it's not recommended for Canadian applications. The reasons for not including a professional photo on your resume in Canada is simple; there are strict anti-discrimination and labour laws that prevent companies from profiling based on race, gender, age, religion, etc. As such, Canadian organizations do not want to see photos of candidates accompanying their applications.

Summary of Qualifications

- Customer oriented, quick-thinking leader with demonstrated ability to thrive in fast paced environments while adhering to deadlines and business goals
- Experience with C++, C, Java, Python, MATLAB, SolidWorks

Summary of Qualifications is an OPTIONAL section where you can include 3-5 points highlighting your key skills that are further elaborated within the resume.

ALTHOUGH OPTIONAL, including this section provides a way to tailor your resume to highlight key details requested by the job description. Resumes are looked at for, on average, 5-7 seconds. Including this section ensures that the qualifications requested in the job description are front and center. If employers/recruiters/human resource personnel have to sift through information, qualifications that you possess may be missed and, as a result, your resume is not further reviewed.

INCLUDE both technical and non-technical skills.

Education

Bachelor of Engineering Science – Mechanical Engineering   **Expected April 2024**

Western University, London, Ontario

- Cumulative Average 90% - Dean's Honor List

Education is where you include your most recent education listed in reverse chronological order.

DO NOT INCLUDE your high school. **Exception**: for first year students, it is acceptable to include your high school education if only if it carries significance.

YOU MAY INCLUDE a bullet point under your education that highlights honours and awards that you have received. For example, you may want to include Dean's honour list or your cumulative average if it's strong.

YOU MAY INCLUDE courses you have taken during your university program that are applicable to the role in which you are applying for. This is especially helpful in cases where you do not have paid experience that demonstrates the technical skills required.

Engineering Experience

Process Engineering Student   **May 2022 – August 2022**

Canadian General Tower, Cambridge, Ontario

- Assessed process and identified 3 key areas of improvement to decrease downtime
- Documented new area work instruction and trained over 30+ operators on the process

Design Lead   **January 2022 – April 2022**

Formula One Team, London, Ontario

- Research the skills the employer is looking for; show how you have put them in to practice in these past experiences

Engineering Experience is where you typically would include paid engineering work experience (summer or long-term co-op).

YOU MAY INCLUDE unpaid experience when participating in a team, club or competition that utilizes your engineering skills. Examples could be a hackathon, formula one, first robotics.
Use 3-5 bullet points to show how this experience aligns with the job you are applying to – include technical and non-technical skills. Use the job posting as your guide.

Academic Projects

Mechanical Gripper Design   **September 2021 – December 2021**
- Designed using SolidWorks a gripper mechanism and successfully ran motion analysis
- Collaborated as a team of 3 to plan the design of each component of the gripper

Academic Projects is where you can tie the relevant skills learned in your courses.

If you possess paid work experience where you have demonstrated all the requested technical or non-technical skills, then highlight this in the **ENGINEERING EXPERIENCE** section and do include the **ACADEMIC PROJECTS** section.
However, there may be required skills that you lack in your paid work experience but demonstrated previously through academic projects. In this case, you can include use both sections strategically.

INCLUDE design projects, course projects or labs.), unless you've had paid engineering work experience, in which case you would skip this section. Based on the job description, think about your experiences, and determine which best shows your accomplishments and skills related to the job you're applying for.

INCLUDE both technical and non-technical skills in your resume. Sometimes these are referred to as "**hard skills**" and "**soft skills**". **Technical** or "**Hard skills**" are typically learned in the classroom, through training or on the job experience. **Non-technical** or "**Soft skills**" on the other hand are skills like communication, flexibility, organization, time management, problem solving, leadership. An example of how you may demonstrate hard and soft skills could be by using your first-year design project under the heading Academic Projects. You may want to demonstrate a hard skill such as SolidWorks and a soft skill such as teamwork and verbal communication or time management. You would include these as bullet in your resume as follows:

- Collaborated in a team of 3 to plan and model a machine used to sort marbles, wood balls and gum balls into separate containers
- Improved SolidWorks skills throughout the design and construction process, and successfully completed …
- Presented final product with a demonstration of the prototype, scoring the highest grade in the class

By demonstrating both hard and soft skills, you are communicating that you have technical savvy, but you also can communicate and work as part of a team.

Work Experience

Customer Service Representative   **September 2018- August 2020**

Burger King, London, Ontario

- Greeted 100 + customers each day in a polite and courteous manner
- Demonstrated strong time management skills by efficiently delivering orders to customers accurately and effectively
- Identified a mechanical issue with the ice cream machine effectively notified management

Work Experience not related to engineering but that highlights non-technical skills employers are seeking is presented under this header.

Think less about your job title and more about the skills you used in that job that might be relevant to what the employer is looking for (Lifeguard example). Even if you lack the hard skill required by the organization, you can demonstrate how you would be valuable to the position by emphasizing your time management, teamwork, problem solving abilities, leadership skills.

Technical Skills / Certifications

Lab: Drill Press, 3D printing, Mill, Computer Numerical Control (CNC)

Software: SolidWorks, Python, JavaScript, MATLAB, AutoCAD, C++

Health and Safety: WHIMS Certified, Standard First Aid, Radiation Safety Trained, Machine Shop Trained

Skills is where you include bullet points that highlight your proficiency with hard skills.

DO NOT INCLUDE soft skills in this section as they will be embedded throughout your experience. You may want to think of breaking this section down and creating subheadings that reflect a group of skills.
For example, you might want to use the subheadings Lab or Software, or Health and Safety as shown in the example layout.
Other ways of creating subheadings could include Advanced Knowledge, Proficient and or Basic Understanding.

INCLUDE the dates you completed training.
You might also include valid G class driver's license if that's a requirement of the job. However, to save space that can be used to highlight more engineering skills requirements like this can be included in either the Summary of Qualifications section or cover letter (or both).

Awards / Scholarships

- Indicate any awards/ scholarships, specify information about them and when obtained
- Only use this heading if you have more than one award

Extracurricular Activities

- Volunteer
- Clubs/Associations
- Professional Development, Seminars/Conferences
- Public Speaking
- Health & Safety Training, Driver's License, Other Certification

AWARDS/SCHOLARSHIPS - If you've received any you can list them here. If you have only one, you can list it under Education. Include what they're for (not just the name) and the date.
Emphasize what you did to receive the award/scholarship. Many employers are unfamiliar with awards/scholarships available to engineering students and, in turn, context is required.

EXTRACURRICULAR ACTIVITIES - Throughout your university experience, find ways to get involved in your school community that will provide you with additional opportunities for team building, leadership, or strengthening your technical ability to name a few. This helps you not only find out what you like to do but also helps build your skills and abilities which ultimately makes you an attractive candidate to employers. Provide a point following the activity subheading that details your role or an achievement statement as it relates to the extracurricular so that the employer understands the significance of you including the activity on your resume.

Interests

INTERESTS is an **OPTIONAL** section that should be used strategically. This could be important to include if you know you share a similar interest with the recruiter or the organization. It can provide a topic that a recruiter can use to break the ice during a job interview. It can also show underlying skill (commitment, teamwork, time

If a section needs to be removed from your resume to leave space for key details, it is suggested to remove the interest section first. In this instance, the cover letter may be where you discuss your passions.