

Revise for each application. Change the structure and headings to present your relevant strengths (e.g., skills, projects).

Pat Mayes

Margins: 1" (2.54 cm) margins all around.

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Job Scam Protection: Concerned? Give a cell number, email address and/or LinkedIn invitation.

Target Position \ **Optional Section:** Objective, Goal, Job Target

Position as _____ / Position in the field of _____ requiring strengths in _____:

Electronic and Computer Design, Testing and Quality Control, Troubleshooting and Solutions,
Project Start-Up, Intercultural Teamwork, _____ \ **Keyword Summary:** Skills areas related to the position.

Relevant Knowledge, Skills & Accomplishments

Technical

Optional Section: Skills Profile; Related Skills & Experience; Related Skills & Achievements

- Designed and tested electronic and computer products for _____
- Analyzed control systems including feedback, system stability, and time and frequency response
- Acquired and applied engineering principles to _____
- Installed and calibrated instruments (e.g., _____) according to technical manuals and instructions
- Operated electronic measuring equipment and instrumentation systems including _____
- Applied logical reasoning to analyze quantitative data and _____
- Ability to _____ **Note the titles of selected courses.**
- *Related courses:* Instrumentation, Digital Electronics, Telecommunication and Computer Networks

Research & Projects

University of Regina (academic)

Highlight your projects and role in completing them.

- *Project Title*, date: Independently designed and built _____
- *Project Title*, date: Collaborated with team members to program computer to _____

Edge Communications

- *Project Title*, date: Assisted research team with _____

Independent

- *Project Title*, date: Designed and built _____

Support your statements with some details, statistics and results. Use relevant examples from your academic, independent, employment and volunteer experience (e.g., project titles).

Computer

- *Programming:* C/C++, 80x86 Assemblies, Pascal
- *Software:* MathCAD, VISSIM, AutoCAD 12, 13, 14
- *Operating Systems:* UNIX, OS/2, Novell

Fieldwork Skills: If fieldwork is required, describe related skills acquired through experience in construction, farming, customer service, warehouse and other work.

Communication, Teamwork & Self-Management

- Clearly presented complex ideas and technical information in reports and presentations
- Respectfully led and collaborated with others on intercultural teams
- Set priorities and managed time to complete multiple projects by deadlines
- *Languages:* English, Spanish, French (intermediate) _____

Customize Each Resume: Analyze the requirements, sort them into categories (use as headings). Use keywords from the posting to describe your related knowledge, skills and abilities, and attitudes. Include some examples from your academic, volunteer and/or work experience.

Education

Bachelor of Applied Science - Electronic Systems Engineering

University of Regina, Regina, SK

20XX – present
(expected graduation June 20XX)

Scholarships & Awards

- Entrance Scholarship, CMG Solutions, Regina, SK 20XX
- _____

Other Headings: Certificates & Other Education, Certificates & Licenses

Training, Certificates & Licenses (selected)

- Business Proposal Writing, Centre for Continuing Education, University of Regina 20XX
- _____ 20XX

Other Headings: Work Experience; Related Employment

Relevant Experience

Radio Test Engineer (Co-op Work Terms 1 & 2)

Jan. – Aug. 20XX

Edge Communications, Calgary, AB

- Configured operating system software in preparation for _____
- Assisted research team with testing cellular equipment for _____
- Installed software on various hardware devices (e.g., _____)
- Performed required programming for test designs

Note Results: Include statistics, details and examples:

- Reduced system problems by 15%
- Designed _____
- Provided technical support for _____

Help Desk Technician (Co-op Work Terms 1 & 2)

Jan. – Aug. 20XX

Revenue Canada, Regina, SK

- Investigated and repaired _____
- Communicated technical computer information to staff (processed 2400 requests)
- Tracked and logged system problems (e.g., _____)

Verb Tense: Use past tense to describe past work.

Brakeman/Switchman

20XX & 20XX

Biway Steel Company Inc., Regina, SK

(summers)

- Checked train systems and equipment including air conditioning, heating and brake systems
- Communicated with traffic controllers regarding _____
- Delivered railway cars to destinations according to a set time schedule
- Ensured safety by adhering to all safety standards for _____

Optional Section: If you use "Relevant Experience" above, include a short section on "Other Experience."

Other Work Experience

- Customer Service Representative (part-time), Smokey's Foods, Regina, SK 20XX – 20XX
- _____ 20XX

Memberships & Activities

Memberships

- Institute of Electrical and Electronics Engineers (IEEE) Canada – Student Member 20XX – present
- Engineering Students' Society – Member, University of Regina 20XX – present

Volunteer

- Prairie Sports Camp – Fundraising Coordinator, Regina 20XX
- Shinerama, University of Regina 20XX & 20XX
- _____

Interests

- Camping and hiking, jogging, reading, travel, languages, _____

Option: References & Portfolio

REFERENCES

Available upon request.

When should you provide your Reference List? When in doubt, check with the employer. Many employers require your references only when interested in interviewing you. Always bring extra copies of your Resume and Reference List to interviews. Include at least two supervisory references.

When possible, follow up on your applications with a phone call or email. Check if your application has been received and ask if you could speak with someone about it. State your interest in the position, and briefly note some of your related strengths and experience. Ask when they would like your Reference List.