

STUDENT NAME

5555 Perry Ave. Windsor, Ontario N9E 4Y2
226-555-5555; sname@uwindsor.ca; www.linkedin.com/in/studentname

PROFILE

- **Designing Tools:** Catia and AutoCAD
- **Application Software:** Intermediate MS Word, PowerPoint, Project, Excel including ability to manipulate data using VLookups, pivot tables and macros
- **Interpersonal Skills:** Collaborated with an interdisciplinary team to present research and development results in a written report and an oral presentation

EDUCATION

- Master of Engineering (Mechanical with Automotive Option)** 20XX-Present
University of Windsor, Windsor, Canada
- Related coursework: Advanced Internal Combustion Engines; Clean Engine Technology; Automotive Sensor Systems; Hybrid Powertrains
- Bachelor of Mechanical Engineering** 20XX
PSG College of Technology, Coimbatore, India
- Related course work: Manufacturing Processes; CAD Design

RELEVANT ACADEMIC PROJECTS

- Electric Vehicle Design Project** Jan-Apr 20XX
PSG College of Technology, Coimbatore, India
- Coordinated with a team of interdisciplinary engineering students to research and develop a prototype design for an Electric Vehicle
 - Designed conceptual vehicle based on research and pre-determined specifications utilizing AutoCAD
 - Presented findings to professors as a technical report and in a presentation format

RELEVANT WORK EXPERIENCE

- Quality Control and Productivity Engineering Trainee** Aug 20XX-Aug 20XX
Mini Manufacturing, Coimbatore, India
- Monitored equipment utilization and machine downtime with responsibility for the implementation of corrective and preventive actions
 - Developed equipment installation checks and validations on new equipment
 - Supported the senior engineers with the development of risk assessments, FMEA, DCP, process flows, control plans and quality procedures
 - Tracked yield loss per machine deviation, coordinating yield improvement group resulting in a gain of 1.75% yield improvement

VOLUNTEER EXPERIENCE

- Executive Member** Sept 20XX-Apr 20XX
Society of Automotive Engineers (SAE), student chapter, PSG College of Technology
- Designed and fabricated a single seated off-road vehicle for "SAE-INDIA BAJA" competition along with a team of thirteen members

ADDITIONAL WORK EXPERIENCE

- Customer Service Associate** Jan 20XX - Sept 20XX
Walmart, Windsor, ON
- Served approximately 75 customers per shift in a timely, friendly manner

SALLY MCGRAW

1234 Siemens Avenue
Windsor, ON N9C 4A8
mcgraw1111@uwindsor.ca
Cell Phone: 519-555-5555

PROFILE OF SKILLS

- 2+ years of practical Industrial Engineering experience
- Highly skilled in reading, creating, and modifying designs, blueprints and plant layouts
- Demonstrated project management skills and ability to meet project deadlines throughout 3 Co-op positions
- Excellent presentation and communication skills developed through academic projects, industrial placements and customer service experience
- Fluent in English, French, and Italian (both written and verbal)

TECHNICAL SKILLS

- Manufacturing/Production Systems Simulation Software (Arena – Version 15)
- SAP Business Suite 7 with proficiency in Enterprise Resource Planning
- AutoCAD 2019, Catia V5, MATLAB
- Basic Web Programming: JavaScript, Python, C#, Ruby
- Microsoft Office Suite (Excel, Word, PowerPoint, Access, Project, Visio, Outlook)

EDUCATION

Bachelor of Applied Science, Honours Industrial Engineering (Co-op) Expected Aug 20XX

University of Windsor, Windsor, ON

- Faculty of Engineering Dean's Honour Roll
- Capstone Design Project: Supply Chain Analysis

RELATED EMPLOYMENT EXPERIENCE

Services Analyst (Co-op)

Sept – Dec 20XX

Henry Ford Health System, Detroit, MI

- Performed test scheduling and facility utilization analyses in order to optimize productivity and facility utilization times
- Completed interviews of nursing staff to identify areas of concern and review current practices
- Conducted operating room observations and efficiency analyses to increase effectiveness of scheduling and minimize cancellations

Research Project Engineer (Co-op)

Jan – Apr 20XX

INA Schaeffler Group, Herzogenaurach, Germany

- Analyzed test rig assembly processes in order to increase production efficiency
- Conducted systems engineering process analysis to identify inefficiencies in the system
- Developed a project cost and time line calculation sheet in order to increase productivity and decrease costs

Industrial Engineering Co-op Student (Co-op)

Jan – Apr 20XX

Fiat Chrysler Automobiles, Windsor ON

- Led a productivity improvement project to increase efficiency in the facility
- Implemented continuous run efficiency plans
- Trained 100 production employees and supervisors in the areas of productivity and efficiency
- Collected and analyzed production data to present to management

General Engineering Summer Student

Jun – Aug 20XX

Honda of Canada Manufacturing, Alliston, ON

- Conducted downtime analysis studies for the Assembly Department
- Verified cycle times for automatic and manual operations within the plant
- Conducted monthly Six-Sigma audits
- Completed a plant-wide label installation

ADDITIONAL EXPERIENCE**Volunteer**

Sept 20XX – Present

Windsor-Essex Humane Society, Windsor, ON

- Provided care and support to injured animals for 3 hours weekly

Cashier

Jan 20XX – Mar 20XX

Zehrs Food Plus, Windsor, ON

- Handled cash and credit transactions in a fast-paced environment
- Provided exemplary customer service

Volunteer

Mar 20XX – Aug 20XX

Teen Action Centre, Windsor, ON

- Facilitated after school leisure and sports activities for local high school students

UNIVERSITY ACTIVITIES**Member**, Engineers Without Borders, Windsor Chapter

20XX – Present

Member, Canadian Society of Industrial Engineers, University of Windsor

20XX – Present

Member, Intramural Extreme Frisbee League, University of Windsor

20XX – Present

REFERENCES AVAILABLE UPON REQUEST

Resume Action Verbs

Technical

Adapted
Applied
Assembled
Built
Calculated
Computed
Conserved
Constructed
Converted
Debugged
Designed
Determine
Engineered
Fabricated
Fortified
Installed
Maintained
Operated
Overhauled
Printed
Programmed
Rectified
Regulated
Remodeled
Repaired
Replaced
Restored
Solved
Specialized
Standardized
Studied
Upgraded
Utilized
Teaching
Advised
Clarified
Coached
Communicated
Conducted
Coordinated
Critiqued
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Focused
Guided
Individualized
Informed
Instilled
Instructed
Motivated
Persuaded
Simulated
Stimulated
Taught
Tested
Trained

Transmitted
Tutored

Research

Analyzed
Clarified
Collected
Compared
Conducted
Critiqued
Detected
Diagnosed
Evaluated
Examined
Experimented
Explored
Extracted
Formulated
Gathered
Inspected
Invented
Investigated
Located
Measured
Organized
Researched
Reviewed
Searched
Solved
Summarized
Surveyed
Systematized
Organizational

Arranged
Catalogued
Categorized
Charted
Classified
Coded
Compiled
Corrected
Corresponded
Distributed
Executed
Filed
Generated
Incorporated
Inspected
Logged
Maintained
Monitored
Obtained
Operated
Ordered
Organized
Prepared
Processed
Provided
Purchased
Recorded
Registered
Reserved

Responded
Reviewed
Routed
Scheduled
Screened
Submitted
Supplied
Standardized
Systematized
Updated
Validated
Verified

Leadership

Administered
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Considered
Consolidated
Contracted
Controlled
Converted
Decided
Delegated
Developed
Directed
Eliminated
Emphasized
Enforced
Enhanced
Established
Executed
Generated
Handled
Headed
Hired
Hosted
Improved
Incorporated
Increased
Initiated
Inspected
Instituted
Led
Managed
Merged
Motivated
Navigated
Originated
Overhauled
Oversaw
Planned
Presided
Prioritized
Produced
Recommended
Reorganized
Replaced

Restored
Reviewed
Scheduled
Secured
Selected
Streamlined
Strengthened
Supervised
Terminated
Helping

Advocated
Aided
Answered
Arranged
Assessed
Assisted
Clarified
Coached
Collaborated
Contributed
Cooperated
Counseled
Demonstrated
Diagnosed
Educated
Encouraged
Ensured
Expedited
Facilitated
Familiarized
Furthered
Guided
Helped
Insured
Intervened
Motivated
Prevented
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified
Supplied
Supported
Volunteered

Financial

Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Corrected
Determined

Estimated
Forecasted
Marketed
Measured
Netted
Planned
Prepared
Programmed
Projected
Qualified
Reconciled
Reduced
Researched
Retrieved

Creative

Acted
Began
Combined
Composed
Conceptualized
Condensed
Created
Customized
Designed
Developed
Directed
Displayed
Drew
Entertained
Established
Fashioned
Formulated
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Modeled
Modified
Originated
Performed
Photographed
Planned
Revised
Revitalized
Shaped
Solved
Communication

Addressed

Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Developed
Directed
Discussed
Drafted
Edited
Elicited
Enlisted
Explained
Expressed
Formulated
Furnished
Incorporated
Influenced
Interacted
Interpreted
Interviewed
Involved
Joined
Judged
Lectured
Listened
Marketed
Mediated
Moderated
Negotiated
Observed
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Referred
Reinforced
Reported
Resolved
Responded
Solicited
Specified
Spoke
Suggested
Summarized
Synthesized
Translated
Wrote

Eddie Electric

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Mississauga, ON L4T 1L9
eddieelectric@gmail.com
519-555-5555

January 8, 20XX

Ms. Jan Arden-Smith
CORE Services Inc.
Burlington, ON N9B 3P4

Re: Electrical Technical Support Representative

Dear Ms. Arden-Smith:

My passion for technology, combined with technical knowledge and experience delivering outstanding customer service are the core reasons I have enclosed a copy of my resume, which I submit for your review and consideration for the position of Electrical Technical Support Representative. My knowledge in electrical engineering, combined with my proven ability to convey information to diverse clients and customers in various formats, makes me confident that I could effectively contribute to CORE Services Inc.

Currently, I am completing a Bachelor of Applied Science Co-op degree in Electrical Engineering, with expected completion in August 20XX. Through my co-op placements, I have worked on research and development projects, voltage applications, and identifying customer service efficiencies. In addition, I have been given the responsibility for the development of automated testing procedures and development of database systems for storage of test results. Furthermore, I have applied different testing formats (including Eddy Current, X-ray, Ultrasonic) in the casting for GM and Ford motor products to detect defects in engine blocks and heads. Thus, the collection of work experiences and knowledge gained in these areas have developed and refined my analytical skills in terms of trouble shooting problems arising for voltage applications as well as effectively communicating issues with resolutions in both verbal and written reports to supervisors and co-workers.

Through my employment experiences as well as course projects, I have been given the opportunity to develop and exercise my creativity, intelligence and leadership abilities in challenging environments. I am a hard worker and valued team member who is capable of working on his own when required. More importantly, I look forward to an opportunity to demonstrate my skills and apply my knowledge to benefit your organization with an eager willingness to learn and take on increasing technical support roles.

I would like to speak with you about the Electrical Technical Support Representative position you have available within your company. Please feel free to contact me at 555-555-5555 or via email at eddieelectric@uwindsor.ca. Thank you for your review and consideration of my resume. I look forward to hearing from you.

Sincerely,

Eddie Electric

Eddie Electric

JIA ZHANG

123 Riverside Drive Windsor, ON N9A 9Y9 • 519-999-9999 • zhang15@uwindsor.ca

<https://www.linkedin.com/in/jiazhang105>

Month, Day, Year

Name of Employer/Contact

Job Title

Company/Organization Name

Street Number and Address

City, Province, Postal Code

Re: Position Name/Title

Dear Mr., Ms., Dr. (last name).....,

(If you don't have a contact name, use Dear Hiring Manager or Dear Hiring Committee)

OPENING PARAGRAPH: Begin with an original “**opening line**” that grabs the attention of the reader and encourages them to read further. This should include a statement of **WHY** you are writing. Indicate the position or field for which you are applying as specifically as possible. Relate your particular **reason(s) for wanting to work for the firm** (perhaps something positive you found out from your research or how the position or organization fits your career goals).

THE BODY: (One or two paragraphs). Highlight or summarize your most relevant qualifications and **relate these to the employer's needs**. Point out relevant education, related work or extracurricular experience, specialized training and skills. You may wish to indicate what you learned from your experiences and how you developed or polished certain skills. The key is to match together your experience and interests to the company's needs, showing how you are a good fit for the position.

CLOSING PARAGRAPH: In the closing paragraph, you may state that you look forward to talking to the employer about the position. If requested in the job posting, you may include salary range and eligibility for employment in Canada/United States.

Sincerely,

Type Your Name