

WELCOME TO THE RESUME AND COVER LETTER WRITING WORKSHOP

FEAS CO-OP CAREER ADVISING TEAM



Gulsen Baysal, Career Development Specialist
Career Education Lead, Career Advising
gulsen.baysal@torontomu.ca | linkedin.com/in/gulsenbaysal/



Farah Al-Hadeethi, Career Development Coordinator
Student Support, Outreach, Administration
farah.al@torontomu.ca | linkedin.com/in/farah-al-hadeethi



Muaaz Khan, Career Development Coordinator
Student Support, Outreach, Administration
muaaz.khan@torontomu.ca | linkedin.com/in/muaaz-ahmad-khan/

General Co-op Inquiries: feascoop@torontomu.ca

Land Acknowledgement

Toronto is in the 'Dish With One Spoon Territory'.

The Dish With One Spoon is a treaty between the Anishinaabe, Mississaugas, and Haudenosaunee that bound them to share the territory and protect the land. Subsequent Indigenous Nations and peoples, Europeans and all newcomers have been invited into this treaty in the spirit of peace, friendship, and respect.

Chi Miigwetch!



Let's get to know you... □ □

- Had a part-time/summer job recently?
- Involved in extra-curriculars/volunteer opportunities?
- Involved in academic projects?
- Participated in engineering competitions/design teams?



Agenda

- Explore Job Postings
- Formatting / structure / and contents of an attractive and targeted Resume
- Cover Letter to highlight your transferable skills, motivation and self-confidence
- How to Leverage ChatGPT/AI-generated tools Mindfully



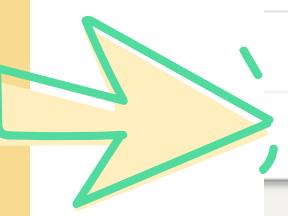
Explore Job Postings

Review job postings to identify what is required in your field

- 
- FEAS Co-op portal
 - LinkedIn
 - Indeed
 - Company Websites

Explore Job Postings

LinkedIn



The screenshot shows a LinkedIn search results page for "software developer co-op" in Canada. The search bar at the top has "software developer co-op" in the search field and "Canada" selected in the location dropdown. Below the search bar, there are several filters: "Jobs" (selected), "Date posted", "Experience level", "Company", "Job type", "On-site/remote", "Easy Apply", and "All filters". The main content area displays 1,508 results for "Software developer co-op in Canada". The first result is a promoted listing for Kinaxis: "Co-Op/Intern Software Developer, Algorithms, Quality" in Greater Montreal, QC. The second result is a promoted listing for Ciena: "6500 Embedded Software Network Developer Co-Op (Fall 2023)" in Ottawa, ON (On-site). The third result is a promoted listing for Nokia: "Software Development Co-op/ Intern" in North Gower, ON. The fourth result is a promoted listing for Huawei: "Co-op Software Engineer - Distributed Data and Artificial Intelligence" in Markham, ON (On-site). The fifth result is a promoted listing for Magnet Forensics: "Software Product Developer Co-op (Fall 2023 Term)" in Waterloo, ON (Hybrid). To the right of the search results, there is a detailed view of the Kinaxis job listing, including the job title, company name, location, employee count, and a summary about the company's impact.

Explore Job Postings

- Dissect the requirements in different industries of your interest
- Identify Keywords & be generous with these keywords to include in your own application (resume & cover letter)



Mechanical Engineering Student (FEM/CFD)

Siemens Energy · Toronto, Ontario,
Canada

Your Profile (Required Qualifications)

- 3rd year Mechanical engineering student (or must in the final year of study in a Mechanical Engineer Bachelors) or Master student in Mechanical Engineering
- Must be familiar with numerical simulations FEM/CFD (ANSYS-Multiphysics)
- Having knowledge simulation of ANSYS-MF is a plus
- Well-organized team player with spectacular communication skills, both written and oral

Your Responsibilities (Job Description)

- Involve and contribute to experimental data collection and observations
- Create models of the problems in ANSYS
- Compare numerical and experimental results and review them with senior management team
- Contribute to design optimization process by presenting simulation results

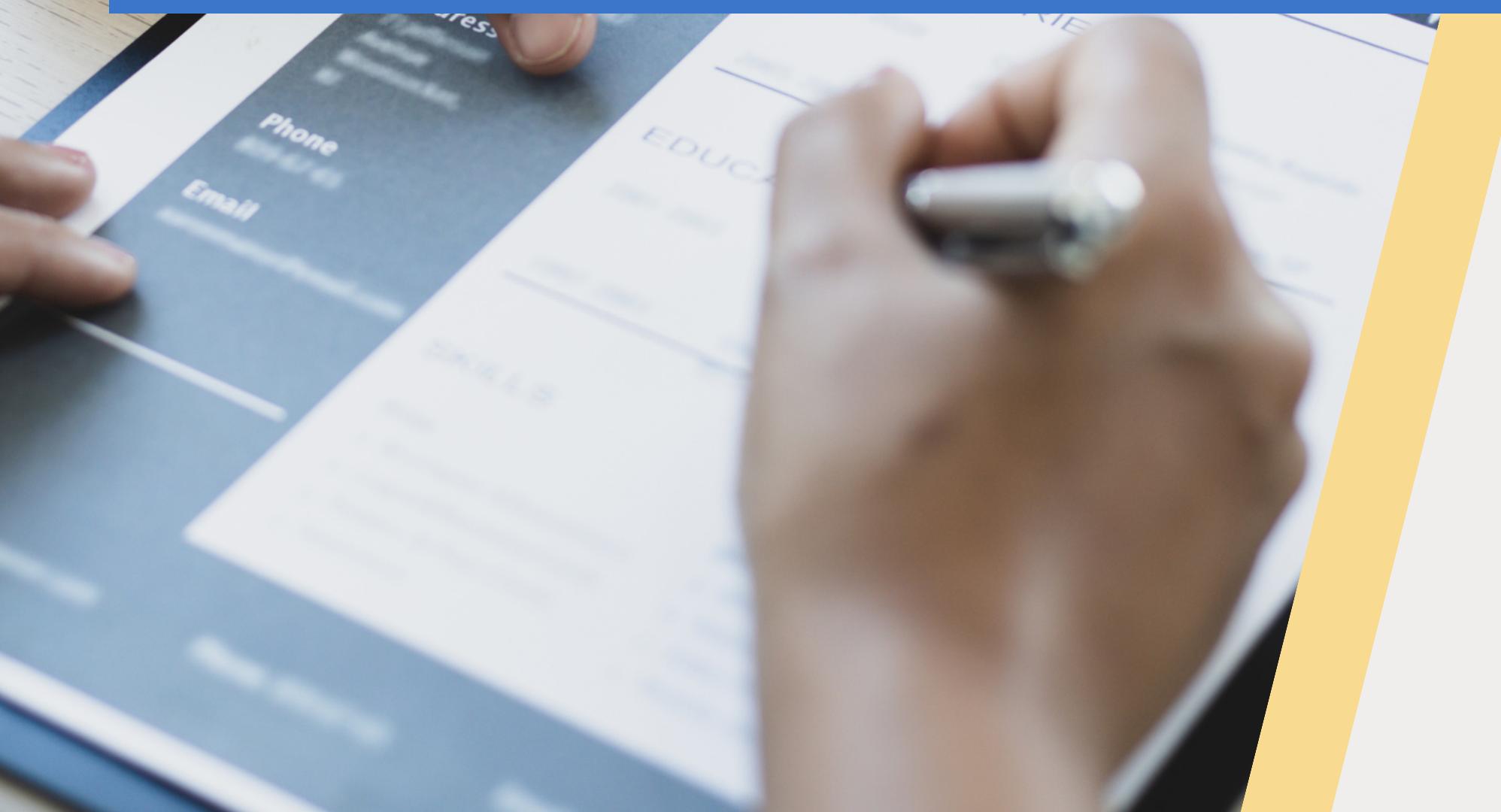
Your opportunities for personal growth

- Gaining experience in real design optimization projects in a manufacturing environment
- Working within a cross functional environment and teams within Siemens Energy network



Resume

"No one creates a perfect resume on their first try" - Matthew T. Cross



Sections of a Resume

- Header
- Summary of Qualifications
- Technical Skills
- Education
- Academic Projects
- Work Experience
- Extracurricular Involvement
- Volunteer Experience

Your Full Name

Etobicoke, ON | YourEmail@torontomu.ca | (555)-555-5555 | github.com/YourGit

Summary of Qualifications

- Highly motivated 3rd-year Aerospace Engineering student with strong engineering analysis and report-writing skills developed through several years of innovative academic projects
- Strong organizational skills and ability to effectively communicate with a large multidisciplinary team through experience joining competitions
- Acquired excellent interpersonal, time management, and administrative skills such as the use of MS Office through 11+ months of volunteering as a First-Year Ambassador
- Working proficiency in programming languages such as: Python, Lua, C, MS BVA & Matlab

Technical Skills

MS Word | MS Excel | MS PowerPoint | MS Access | MS Project | Excel VBA | AutoCAD | Matlab | Simulink | SolidWorks | Good Manufacturing Practices | SAP | Good Laboratory Practices | MS Visio

Education

Bachelor of Engineering - Aerospace Engineering

Sep 2018 - Exp. 2024

Toronto Metropolitan University, Toronto, ON

cGPA: 3.89/4.33 | Dean's List 2018/2019 | Dean's List 2019/2020

Academic and Personal Projects

RUAT Junior Glider Competition

Sep 2021- Present

- Collaborated with a team of five students to design and construct the farthest-reaching glider
- Applied excellent research skills on the selection of the best material and manufacturing process for the assembly of the glider and performed analysis of the design on the parts
- Constructed a 3D representation of the glider on SolidWorks to run stress simulations

Walking Robot

Jan 2020 - May 2020

- Efficiently led a team of four to design a walking robot, delegating responsibilities and scheduling the upcoming meetings and agenda using Gantt charts
- Conducted position and velocity analyses on the design by simulating through MATLAB, Catia V5

Work Experience

Structural Assembler Summer Student

May 2019 - Sep 2019

MIH Canada Aerospace | Toronto, ON

- Ensured excellent and timely operation of the assembly line by prioritizing tasks and providing strong support for other assemblers and supervisors
- Demonstrated strong attention to detail, organizational skills via hands-on work on the aircraft assembly line, gaining valuable manufacturing experience

Extracurricular Activities

First Year Ambassador | TorontoMet Aerospace Course Union (AEROCU)

- Acted as a liaison between first-year Aerospace Engineering students and RACU
- Successfully advertised events and competitions to the student body, resulting in a 50% increase in attendance from first-year students



Reference Available Upon Request

[Click to see more sample resumes](#)

GUESS

How long does it take for an employer to read a resume?

GUESS

How long does it take for an
employer to read a resume?

6 seconds

Summary of Qualifications

- 4 - 5 bullet points
- Highlight relevant soft and hard skills
- Respond to the key requirements of the job
- Connect skills to examples (how you developed these)

Summary of Qualifications

- Highly motivated 3rd-year Aerospace Engineering student with strong engineering analysis and report-writing skills developed through several years of innovative academic projects
- Strong organizational skills and ability to effectively communicate with a large multidisciplinary team through experience joining competitions
- Acquired excellent interpersonal, time management, and administrative skills such as the use of MS Office through 11+ months of volunteering as a First-Year Ambassador
- Working proficiency in programming languages such as: Python, Lua, C, MS BVA & Matlab

Summary of Qualifications

- Currently a 3rd year Civil Engineering student at Toronto Metropolitan University
- Developed strong interpersonal, leadership, and communication skills as a Project Manager for 35 first-year engineering students
- Skilled in AutoCAD, MS Project, Revit, SAP 2000, ETABS, Safe, Bluebeam, Excel VBA
- Strong data analysis, laboratory, and technical writing skills from designing and testing concrete composites and compiling extensive reports to be used in publications

SUMMARY OF QUALIFICATIONS

- Currently enrolled as a third-year Industrial Engineering student at Toronto Metropolitan University
- Exhibited strong leadership and organizational skills through the three years of academic experience learning continuous process improvement and operations management, and from 17 months of work experience.
- Highly adaptable, with experience working in a fast-paced manufacturing environment from 4-months working in The Estee Lauder Companies Inc.
- **Technical skills:** AutoCAD, MS Office, Excel VBA, Solidworks, MATLAB, Simulink, C++ & C#, Python

Summary of Qualifications

Do you want to discover your dominant strengths?

- Problem solver
- Strategic thinker
- Innovative
- Responsible / Accountable
- Relationship builder



Email us to get a special code for Clifton
Strengthfinder Assessment

gulsen.baysal@torontomu.ca



Education

- Name of program and University
- Start date and expected graduation
- Additional items:
 - cGPA
 - Awards
 - Relevant Courses

Education

Bachelor of Engineering - Aerospace Engineering

Sep 2018 - Exp. 2024

Toronto Metropolitan University, Toronto, ON

cGPA: 3.89/4.33 | Dean's List 2018/2019 | Dean's List 2019/2020

Education

Bachelor of Engineering, Civil Engineering (Structural)

Exp. May 2024

Toronto Metropolitan University | cGPA 3.88/4.33

- Awarded the SHAD Entrance Award for maintaining a 90%+ average in high school
- Relevant coursework: Foundation Engineering and Structural Design and Analysis

Education

Bachelor of Engineering, Electrical Engineering

2020 - Exp. May 2024

Toronto Metropolitan University (cGPA: 3.69/4.33)

Awards:

Dean's List 2020; Dean's List 2021; CFES Leadership Award (2019)

Relevant Coursework:

Electronic Circuits, Signals and Systems, Communication in the Engineering Profession, Engineering Algorithms and Data Structures

Skills:

Oscilloscope, soldering, signal processing, power systems
AutoCAD, MATLAB, Arduino, Java, C/C+, Quartus II, Onshape

Technical Skills

- Relevant skills to the job posting
- Format can vary

Technical Skills

MS Word | MS Excel | MS PowerPoint | MS Access | MS Project | Excel VBA | AutoCAD | Matlab | Simulink | SolidWorks | Good Manufacturing Practices | SAP | Good Laboratory Practices | MS Visio

SUMMARY OF QUALIFICATIONS

- Currently enrolled as a third-year Industrial Engineering student at Toronto Metropolitan University
- Exhibited strong leadership and organizational skills through the three years of academic experience learning continuous process improvement and operations management, and from 17 months of work experience.
- Highly adaptable, with experience working in a fast-paced manufacturing environment from 4-months working in The Estee Lauder Companies Inc.
- **Technical skills:** AutoCAD, MS Office, Excel VBA, Solidworks, MATLAB, Simulink, C++ & C#, Python

Education

Bachelor of Engineering, *Electrical Engineering*
Toronto Metropolitan University (cGPA: 3.69/4.33)

2020 - Exp. May 2024

Awards:

Dean's List 2020; Dean's List 2021; CFES Leadership Award (2019)

Relevant Coursework:

Electronic Circuits, Signals and Systems, Communication in the Engineering Profession, Engineering Algorithms and Data Structures

Skills:

Oscilloscope, soldering, signal processing, power systems
AutoCAD, MATLAB, Arduino, Java, C/C+, Quartus II, Onshape

Experience

Academic Projects/Work Experience

ACCOMPLISHMENT STATEMENTS

ACTION VERB

Use a strong action verb
to begin the statement

ACTIVITY/PROJECT

Describe your task or duty at
the position. What did you do?

RESULT

How do you know you did this well?
What was the achievement?
(Quantified Accomplishments, skills
improved)

“SIMULATED A 3D DESIGN OF THE GLIDER ON SOLIDWORKS, WHICH WAS THEN USED TO RUN STRESS SIMULATIONS, ACHIEVING SECOND PLACE OVERALL IN THE COMPETITION.”



Let's Structure Experience Sections Using
**Accomplishment
Statements**



Experience

Academic Projects/Work Experience

SAMPLE EXPERIENCE: ENGINEERING COMPETITION

- DESIGNED A BRIDGE WITH A GROUP
- USED SOFTWARE TO DESIGN THE BRIDGE
- SHORT PERIOD OF TIME
- SECOND PLACE PRIZE

RESUME

VS

COVER LETTER

Academic Projects

Impactful descriptors include all 5 of the following:

- **Action Verbs**
- **Soft Skills**
- **Hard Skills/Tools**
- **Impact Words**
- **Quantified Accomplishments**

ACADEMIC & PERSONAL PROJECTS

RUAT Junior Glider Competition

Toronto Metropolitan University

Sep. 2022 - Mar. 2023

Toronto, ON

- **Collaborated** with a **team of 5 students** to design and construct the farthest reaching glider, applying **excellent research skills** in the material selection process
- **Simulated** a **3D design** of the glider on **SolidWorks**, which was then used to run stress simulations, achieving **2nd place overall** in the competition.

Walking Robot

Toronto Metropolitan University

Jan. 2022 - Mar. 2022

Toronto, ON

- **Improved leadership skills** when managing a **team of 4** to design a **walking robot**; delegated responsibilities achieved all scheduled due dates on MS Excel Gantt Chart.
- **Conducted** position and velocity analyses on the design by **simulating** through **MATLAB** and **Catia V5**, achieving **an overall 88%** in the final report.

Work Experience

Impactful descriptors include all 5 of the following:

- Action Verbs
- Soft Skills
- Hard Skills/Tools
- Impact Words
- Quantified Accomplishments

WORK EXPERIENCE

Continuous Improvement Intern

Flourish & Blotts Cosmetics

Sep. 2021 - Dec. 2022

Oakville, ON

- Implemented loss tracking and mapping across 3 batch processes upstream, highlighting key issues in production and increasing productivity by 13%.
- Proposed actions plans and projects to improve losses in the plant, implemented approved plans in the plant and trained over 50 operators accordingly.

Extra-Curricular Activities

Impactful descriptors include all 5 of the following:

- Action Verbs
- Soft Skills
- Hard Skills/Tools
- Impact Words
- Quantified Accomplishments

EXTRACURRICULAR ACTIVITIES

First Year Ambassador

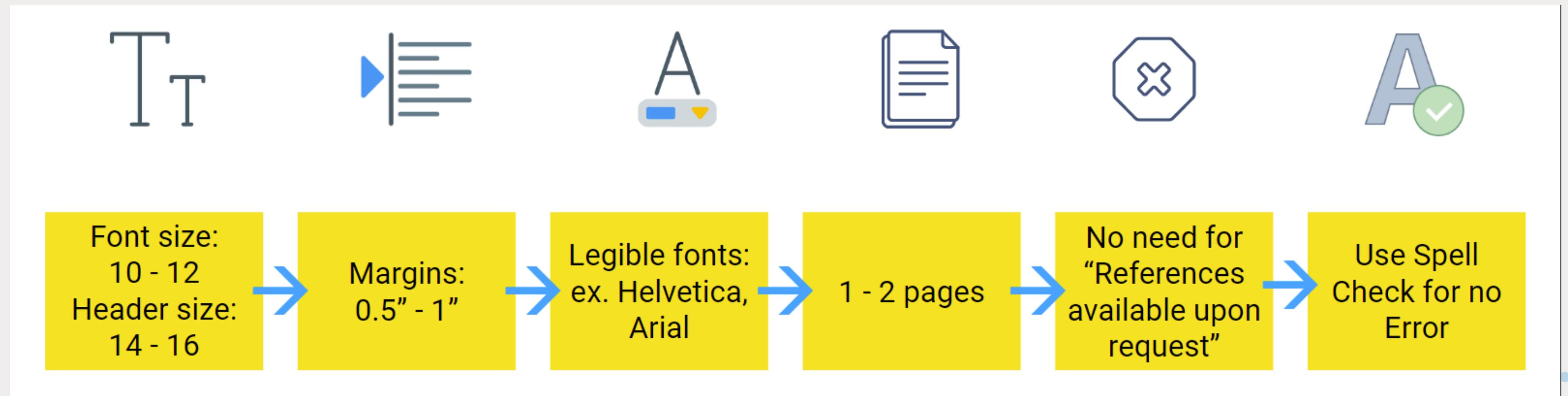
Toronto Met Aerospace Course Union (AEROCU)

Sep. 2022 - Present

Toronto, ON

- Act as a liaison between 100+ first year Aerospace Engineering students and AERACU
- Advertise events and competitions to the student body, resulting in a 30% increase in event attendance and 50% increase in social media engagement

Formatting Tips



ATS - Applicant Tracking Systems

WHAT IS IT?

Where the resume goes when applying to a job online. A software application that enables the electronic handling of recruitment and hiring needs. They filter applications automatically based on given criteria such as keywords, skills, former employers, years of experience and schools attended. It caused many to adapt resume optimization when crafting and formatting their résumé.

Weber, Lauren – Your Résumé vs Oblivion, Wall Street Journal

ATS - Friendly Resume

- Optimize keywords
- Avoid tables and pictographs, header and footers

Your Full Name

Etobicoke, ON | YourEmail@torontomu.ca | (555)-555-5555 | github.com/YourGit

Summary of Qualifications

- Highly motivated 3rd-year Aerospace Engineering student with strong engineering analysis and report-writing skills developed through several years of innovative academic projects
- Strong organizational skills and ability to effectively communicate with a large multidisciplinary team through experience joining competitions
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Walking Robot Jan 2020 - May 2020

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Structural Assembler Summer Student May 2019 - Sep 2019
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Cover Letter

Let's write a Cover Letter to highlight transferable skills and show your motivation

Resume vs Cover Letter

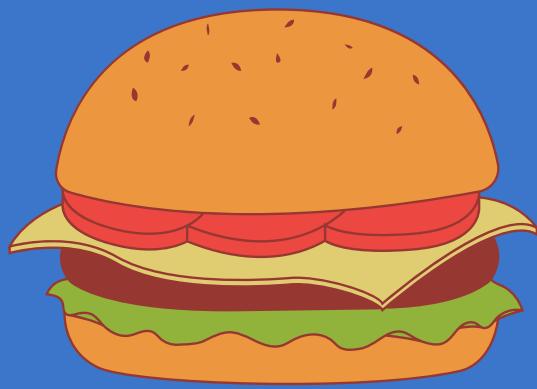
“The resume focuses on you and your past.

The cover letter focuses on the employer and how they fit your future goals.

Tell the Employer what YOU can do to benefit the organization if they hire you.”

3 Elements of a Cover Letter

- Heading
- 1st Section: Introduction (Why Them)
- 2nd Section: Body (Why You)
- 3rd Section: Closing



Your Full Name | Civil Engineering

Toronto, ON | 555-555-5555 | civil@torontomu.ca | LinkedIn URL

February 6th, 2022

Ward and Burke Construction Ltd
2410 Meadowpine Blvd, Mississauga
ON L5N 6S2

RE: Civil Engineering Intern (Job ID: 4012546)

Dear Hiring Committee,

Please accept the attached resume as an application for the Civil Engineering Co-op position for the Ward and Burke Construction Ltd., posted on the Toronto Metropolitan University Co-op portal. I am currently studying in the third year of Civil Engineering and enrolled in the Co-op program at Toronto Metropolitan University. I am passionate about improving both the infrastructure and people's daily lives through engineering innovations like sustainability and inclusivity. The Ward and Burke Construction Ltd. is also focused on the development of a sustainable and inclusive community, and I would like to supplement my engineering education with industry experience, while simultaneously helping the Ward and Burke Construction to meet and exceed its initiatives.

My education at Toronto Metropolitan University has been a balanced mix of theory, labs, and project experiences. For example, I collaborated in a group of four to design a parking lot expansion for the Surveying & Measurement course. I gained experience surveying a parking lot using a Total Station, and utilized data obtained in AutoCAD to create civil drawings of the parking lot. This project helped me to strengthen my teamwork abilities while also gaining working knowledge of surveying equipment. In addition to my education, I had the opportunity to be a part of the Young Women in Leadership Job Shadow program. Through this program, I was able to gain valuable insight into everyday operations of a Development Engineer for the Regional Municipality of Niagara. I had the opportunity to take everything I have been learning in theory and apply to the realities of the kind of work Civil Engineers do.

Through my experience working as a sales associate at Roots for 2 years, I have developed many skills such as extensive customer service and communication skills. I have learned how to effectively complete tasks in a team and developed problem-solving skills in a fast-paced and dynamic environment. Working in customer service has awarded me many opportunities to work with diverse groups of people. Also, as an Ambassador for the Women in Engineering, I had the opportunity of working and connecting with other women in engineering to inspire younger women to consider a career path in the diverse fields of engineering. In this position, I developed my public speaking skills by presenting to local high schools about the importance of women in engineering, and about the great opportunities being an engineering student can award you.

My previous work experiences and accomplishments are strong indicators of my dedication, discipline, and ability to adapt. I am confident that my combined education and work experience will make me a valuable contribution to the Engineering team at the Ward and Burke Construction. I look forward to hearing from you to arrange a time to speak further. Thank you for your time and consideration.

Sincerely,
Your Name

Introduction

Dear Hiring Committee,

Please accept the attached resume as an application for the Civil Engineering Co-op position for the Ward and Burke Construction Ltd., posted on the Toronto Metropolitan University Co-op portal. I am currently studying in the third year of Civil Engineering and enrolled in the Co-op program at Toronto Metropolitan University. I am passionate about improving both the infrastructure and people's daily lives through engineering innovations like sustainability and inclusivity. The Ward and Burke Construction Ltd. is also focused on the development of a sustainable and inclusive community, and I would like to supplement my engineering education with industry experience, while simultaneously helping the Ward and Burke Construction to meet and exceed its initiatives.

- State position you are applying for
- Explain why you are a good match for the job, company, highlighting 2-3 key skills
- Tell why you want to work specifically with them

Body To convince the employer that you can do the job

My education at Toronto Metropolitan University has been a balanced mix of theory, labs, and project experiences. For example, I collaborated in a group of four to design a parking lot expansion for the Surveying & Measurement course. I gained experience surveying a parking lot using a Total Station, and utilized data obtained in AutoCAD to create civil drawings of the parking lot. This project helped me to strengthen my teamwork abilities while also gaining working knowledge of surveying equipment. In addition to my education, I had the opportunity to be a part of the Young Women in Leadership Job Shadow program. Through this program, I was able to gain valuable insight into everyday operations of a Development Engineer for the Regional Municipality of Niagara. I had the opportunity to take everything I have been learning in theory and apply to the realities of the kind of work Civil Engineers do.

Through my experience working as a sales associate at Roots for 2 years, I have developed many skills such as extensive customer service and communication skills. I have learned how to effectively complete tasks in a team and developed problem-solving skills in a fast-paced and dynamic environment. Working in customer service has awarded me many opportunities to work with diverse groups of people. Also, as an Ambassador for the Women in Engineering, I had the opportunity of working and connecting with other women in engineering to inspire younger women to consider a career path in the diverse fields of engineering. In this position, I developed my public speaking skills by presenting to local high schools about the importance of women in engineering, and about the great opportunities being an engineering student can award you.

- Give them proof and evidences focusing on the key skills
- Indicate past/current experience, specialized knowledge, education, relevant skills, work related values, appropriate personal attributes
- Do not restate the content of your Resume

Accomplishment Stories

Skill/Quality (Name it clearly and explicitly)	Throughout my academic career, I have learned the technical and analytical skills needed to be successful in the role of Software Analyst.
Specific Example (Use accomplishment story to elaborate on your skill / quality)	Having worked on multiple labs, I have experience in testing and debugging various projects. When working on designing a pacemaker Prototype, I frequently tested and debugged each subsystem and developed test cases using Python and MATLAB to identify why the prototype failed and I could troubleshoot 10 different errors. Optimizing and testing safety critical software systems within hybrid electric vehicles through my role as the Controls Development Lead for the TMU Baha Design Team enabled me to take another opportunity at School of Engineering Practice & Technology within the TMU where I created software in C and C# as a Special Projects Coordinator.
"Bring It Home" (How is this skill / quality relevant to this company?)	With my skills and abilities, I am confident that I will easily adapt to the role as Software Analyst Co-op student and effectively contribute to the team at IBM Cloud where I can focus on improving safety while also creating autonomous operations.

Closing

My previous work experiences and accomplishments are strong indicators of my dedication, discipline, and ability to adapt. I am confident that my combined education and work experience will make me a valuable contribution to the Engineering team at the Ward and Burke Construction. I look forward to hearing from you to arrange a time to speak further. Thank you for your time and consideration.

Sincerely,
Your Name

- Give a final statement of interest/qualifications
- Thank them and request an interview

Experience

Academic Projects/Work Experience

SAMPLE EXPERIENCE: ENGINEERING COMPETITION

- DESIGNED A BRIDGE WITH A GROUP
- USED SOFTWARE TO DESIGN THE BRIDGE
- SHORT PERIOD OF TIME
- SECOND PLACE PRIZE

RESUME

VS

COVER LETTER

CHATGPT

How to Leverage AI-generated tools
Mindfully



CHATGPT

It can help with the following:

- Creating/Updating a Resume and Cover Letter
- Dissecting job postings
 - Required Skills
 - Keywords
- Interviews
 - Practice interview questions
 - Create questions to ask the interviewer
 - Thank you emails after interviews



HOW TO LEVERAGE CHATGPT MINDFULLY

Things to be Mindful of:

- Generic and broad responses
 - Misrepresentation of your experience & unique personality
 - Lack of “How” and “Why” the skills are used
- Ensure grammar and punctuation is correct
- AI might not be updated to current industry trends and standards (i.e. ATS)
- Tailor to the job description (i.e. keywords, company and position details)
- AI Detectors are used by employers and schools



CHATGPT

Be specific with your prompts:

Prompt Examples:

- “Write an entry-level summary of qualifications using my resume and the job description below as a reference in 5 bullet points.”
- “Using the resume and job description below, please showcase eight relevant skills I should highlight.”
- “Can you provide me with information about [NAME OF ORGANIZATION]’s culture, values and mission statements?”
- “Write a paragraph in conversational, intellectual, and clear language describing my specific “First-year Ambassador” experience shared below on my resume by also relating it to an Engineering Systems Specialist role that I apply at....”

FO Edit my resume for the Engineering Systems Specialist - Infotainment at Honda.

My resume:
YOUR NAME
Toronto, ON | (555) 555-5555 | YourEmail@torontomu.ca | www.linkedin.com/in/Your-Name

Pasted existing resume & the job description below the prompt

Here is an edited version of your resume for the Engineering Systems Specialist - Infotainment position at Honda:

YOUR NAME
Toronto, ON | (555) 555-5555 | YourEmail@torontomu.ca | www.linkedin.com/in/Your-Name

SUMMARY OF QUALIFICATIONS

- Strong knowledge of graphical communication tools such as freehand sketching, GD&T, Working Sets, and visualizing orthographic sections and auxiliary views of mechanical parts
- Proficient in software such as SolidWorks, Autodesk Inventor, AutoCAD, Autodesk Fusion 360, Ansys, Shapr3D, Simulink, Altera Quartus II, C# language, MATLAB, MS Office, Windows, and Linux
- Detail-oriented with a strong understanding of product designing process guidelines
- Highly developed data analysis, problem-solving, and organizational skills with keen attention to detail
- Effective time management with the ability to work well under pressure

EDUCATION

Bachelor of Engineering - Mechanical Eng. (Mechatronics) Sep. 2018 – Exp. 2023
Toronto Metropolitan University, Toronto, ON

ACADEMIC EXPERIENCE

Propulsion System Leader | TorontoMet International Hyperloop Apr. 2020 – Present

- Led a team of 8 engineering members to manufacture and control the linear induction motor (LIM) for the Hyperloop pod competing at SpaceX Hyperloop and other Hyperloop competitions.

Resume Module on D2L



FEAS Co-op and Internship Program - Fall 2...

Content Grades Assessment ▾ Communication ▾ Resources ▾ Classlist Course Admin

Search Topics

Overview

Bookmarks

Course Schedule

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Orientation

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Resume/Cover Letter Tip Sheets and Examples 5

Interview Skills 5

Networking & Building Relationships 2

Resume & Cover Letter

[FEAS Co-op] Resume & Cover Letter Workshop Presentation Deck_2023 PDF document

Resume/Cover Letter Tip Sheets and Examples

1. [FEAS Co-op] Resume Tip Sheet PDF document

2. [FEAS Co-op] Cover Letter Tip Sheet PDF document

3. [FEAS Co-op] Resume/Cover Letter Examples PDF document

4. [FEAS Co-op] Effective Action Verbs PDF document

5. [FEAS Co-op] Technical Portfolio Guide PDF document

Print Settings

Add dates and restrictions...

Add a description...

Upload / Create Existing Activities Bulk Edit

Expand All | Collapse All

RESUME PROOFREADING CHECKLIST

- The overall resume looks clean and concise
- Contact information is professional and easy to find
- The resume is void of any grammatical errors and repetition
- There is a “Summary of qualifications” section where you summarize all transferable skills
- The most relevant & recent experience comes first (reverse chronological)
- All transferable experiences are explained in 2-4 bullet points in the action verb + duty + result format, reflecting quantified results wherever possible
- Keywords from the job postings are incorporated generously

UPCOMING MANDATORY WORKSHOP



Job Search & Networking Strategies Workshop

Gain an understanding of essential job search cycles for FEAS Co-op, steps and strategies along with networking stragies

Learn how to:

- Stand out in your job search
- Build and maintain long-lasting professional relationships
- Create and keep track of your own networking strategy
- Prepare for and perform during an Informational Interview

Toronto Metropolitan University | Faculty of Engineering & Architectural Science | FEAS Co-op

Registration Links:

[October 17th | 6PM-7:15 PM](#)

[October 19 | 12:30PM-1:45PM](#)

UPCOMING OPTIONAL DROP-IN

Resume & Cover Letter Drop-in

Register for the Resume & Cover Letter Drop-in Sessions!

Drop-in sessions are smaller group activity focused on answering your specific questions/concerns, resumes and cover letters in this case.

Join us if you want us to go through your resume/cover letter and address your questions.



Registration Links:

[October 18th | 9AM-4PM](#)

[November 7 | 9AM-4PM](#)

[November 8 | 9AM-4PM](#)

UPCOMING OPTIONAL WORKSHOP



Want to upgrade your resume with help from our employer partners?

Resume Roast

October 24 | 6:00 - 7:30 pm

FEAS Co-op employers will professionally "roast" your resume, providing feedback and details on how to make improvements. Their valuable advice will help tailor your resume to specific industry job searches.



REGISTER HERE!



Registration Link

Date: October 24th, 2023

Time: 6:00PM - 7:30PM

Location: ENG LG12 - ENG LG13 - ENG LG06



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Questions?



Feedback Form

Thank you!

FEAS CO-OP CAREER ADVISING TEAM



Gulsen Baysal, Career Development Specialist
Career Education Lead, Career Advising
gulsen.baysal@torontomu.ca | linkedin.com/in/gulsenbaysal/



Farah Al-Hadeethi, Career Development Coordinator
Student Support, Outreach, Administration
farah.al@torontomu.ca | linkedin.com/in/farah-al-hadeethi



General Co-op Inquiries: feascoop@torontomu.ca