

Cover Letter & Resume Samples

This section includes:



Sample Job Postings



Tailored Cover Letters



Tailored Resumes

You are encouraged to review each sample. While you can use similar formatting or section headings do not copy the content. You are encouraged to create a cover letter and resume that follows the principles taught in this manual, but that is a unique reflection of you.

JOB POSTING INFORMATION (BUSINESS STUDENTS)

Job Title: Accounting Co-op Student

Organization: Roth Mosey & Partners LLP

Job Description:

Roth Mosey & Partners LLP is a Windsor based, mid-sized accounting and business advisory firm which over the past thirty-four years has developed a reputation for providing the highest quality services, primarily to private corporations and their shareholders. We have accepted and assisted in the career development of Ontario university co-op students over the last several years, hiring an average of two co-op students annually.

In addition to providing the core services of auditing, accounting and tax compliance, we have specialist groups working in the areas of tax planning and restructuring, estate planning, family business succession planning, business valuation and pricing, purchase, sale and reorganization of private corporations, business investigations, and computer systems advisory.

As a staff accountant your duties will include:

- Assuming responsibility for completion of small to mid-sized client engagements while working individually or as part of a team. This will include preparing working papers and financial statements, as well as corporate tax returns
- Preparation of personal income tax returns
- Direct frequent interaction with our clients
- Completion of special projects if they arise

Job Requirements:

To be considered for this position, students must have a minimum B major and cumulative average and must be interested in pursuing the CPA designation.

Those interested in a career with Roth Mosey & Partners LLP should have the following attributes:

- Actively pursuing a Bachelor of Commerce or equivalent degree, along with the intention to complete the CPA Ontario pre-requisite courses for entrance into the CPA Professional Education Program
- Intention to obtain the CPA designation
- A record of academic excellence and community involvement
- Strong written and verbal communication skills

Please address cover letter to Mr. John Bondy, Senior Client Service Manager



WHAT IS THIS EMPLOYER LOOKING FOR?

HARD SKILLS

- Auditing, Accounting, Tax Return Preparation-corporate/personal
- Academic excellence
- CPA pre-requisite courses

SOFT SKILLS

- Verbal communication skills through client interaction
- Community involvement
- Accountability of work both independently and as part of team
- Attention to detail (when preparing documents) - written communication skills

Anna Smith

142 Rankin Avenue, Windsor, ON N9B 3R4 | 226-568-7898 | asmith@uwindsor.ca

September 30, 2021

Mr. John Bondy
Senior Client Service Manager
Roth Mosey Chartered Accountants & Business Advisors
3100 Temple Drive, Suite 300
Windsor, ON N8W 5J6

Re: Accounting Co-op Student

Dear Mr. Bondy:

With a 92% major average and a strong grasp of accepted principles for the management and evaluation of business operations, I am eager to join Roth Mosey Chartered Accountants & Business Advisors. I value the company's commitment to providing the highest quality services to its clients and am submitting my application for the **Accounting Co-op Student** position as advertised with the University of Windsor.

I am pursuing a Bachelor of Commerce Honours Business Administration degree with a concentration in accounting and plan on acquiring the CPA designation. My interest in accounting stems from my desire to provide consultations and advice to clients while using my strong attention to detail and numeracy skills. I am enhancing my ability to communicate and teach by mentoring incoming business students in the Odette School of Business. A notable accomplishment in this role was achieving the highest mentee engagement score. These interactions allowed me to coach students towards academic and transitional success.

In addition, as a Sales Associate with SportChek, I have direct experience supporting the staff team and interacting with clients to understand needs and ensure a positive service experience. I thrive in team settings where I can collaborate with others and work toward a goal. Taking a full course load and working part time has also helped hone my organizational and time management skills.

I look forward to launching my accounting career with one of the largest local firms in Southwestern, Ontario. Not only do I want to support your accounting, taxation and advisory services, I also hope to be able to assist with your community initiatives. The opportunity to discuss my skills, knowledge and experience in detail during an interview would be greatly appreciated. Thank you for your time and consideration.

Best regards,



Anna Smith

Anna Smith

142 Rankin Avenue, Windsor, ON N9B 3R4 | 226-568-7898 | asmith@uwindsor.ca

PROFILE OF SKILLS

- Demonstrated academic excellence in managerial and financial accounting having achieved exemplary course grades (91% and 93% respectively)
 - 2+ years experience providing customer service in a retail environment
 - Results-driven achiever with strong critical thinking and organizational skills demonstrated by being given increasing levels of responsibility in the workplace
 - Strong written and interpersonal communication skills developed through campus leadership activities and course projects
 - Intermediate knowledge of Microsoft Word and PowerPoint; Basic knowledge of Excel
-

EDUCATION

Bachelor of Commerce, Honours Business Administration Co-op

September 2019 - Present

Odette School of Business, University of Windsor, Windsor, ON

- Concentration: **Accounting** | **Major Average: 92%**
 - Intending to complete CPA pre-requisite courses
-

EMPLOYMENT EXPERIENCE

Sales Associate

December 2019 - Present

SportChek, Windsor, ON

- Manage sales interactions in a professional manner while following a customer-centric approach, resulting in numerous service commendations by management
 - Achieved highest product sales within the store for the past 6 consecutive months
 - Selected to train 4 new team members as a result of positive customer feedback, exceeding sales targets and demonstrating leadership qualities
 - Collaborate with team members to ensure store policies and procedures are met along with providing customers with a positive retail experience
 - Process payment transactions and refunds quickly and accurately
-

COMMUNITY INVOLVEMENT

Mentor

September 2020 - Present

H.O.U.S.E. Program, Odette School of Business, Windsor, ON

- Achieved 80% mentee engagement in Fall semester, highest of 10 mentors, by engaging in ongoing and targeted outreach to mentees
 - Advise incoming business students on academic and personal matters to ensure successful transition from high school to university studies
 - Manage mentee questions and concerns using active listening to understand needs, and provide appropriate campus resources, resulting in high level of satisfaction
 - Develop and deliver class presentations to 100+ first year students to promote the H.O.U.S.E program
-

AWARDS AND ACCOMPLISHMENTS

- Member of the Golden Key International Honour Society (top 15% of class) 2019 - Present
- University of Windsor Dean's Honour Roll 2019 - Present
- Bloomberg Market Concepts Certification, Odette School of Business March 2020

JOB POSTING INFORMATION (HUMAN KINETICS STUDENTS)

Job Title: Chiropractic Assistant

Organization: Complete Chiropractic & Rehab Centre

Job Description:

Complete Chiropractic & Rehab Centre is comprised of a team of health professionals dedicated to providing the surrounding community with family oriented, chiropractic services that emphasizes conservative, drug free total body healthcare. Wellness services are provided to patients of all ages from newborn babies to the elderly.

In addition to providing traditional chiropractic services, Complete Chiropractic & Rehab Centre offers physical and massage therapy, acupuncture, nutritional guidance, ergonomic evaluations, custom orthotics, pre and post-natal care, and a vast array of products tested and approved to improve our clients' health and wellbeing.

As a Chiropractic Assistant your duties will include:

- Continuous interactions with patients and staff
- Communicating with new patients the purpose and value of ultrasound and electronic muscle stimulation treatment
- Administering electronic muscle stimulation treatment per doctor's direction
- Administering ultrasound treatment per doctor's direction
- Continually monitoring patient treatment and progress
- Administering exercise programs
- Performing paraffin wax treatments
- Assisting patients with hot/cold pack treatments

As a Chiropractic Assistant you will have the opportunity to learn:

- Various patient conditions, experiences and possible treatment plans
- Required daily business and office operations
- Awareness of the required time, effort and education needed to operate a successful practice
- Interpersonal and client relationship skills
- Information on the value of vitamins, minerals and herbs
- Whether or not this profession is right for you!

Job Requirements:

Candidates with prior experience in chiropractic services and academic knowledge of anatomy and the human body will be preferred.

Application Requirements:

Please address cover letters to Dr. Jane Doe. Please ensure you have appropriate transportation when considering this position.

WHAT IS THIS EMPLOYER LOOKING FOR?

HARD SKILLS

- Academic program knowledge (anatomy, human body)
- Chiropractic service, administration of modalities and exercise programs

SOFT SKILLS

- Interpersonal and communication skills through client interaction
- Organization for office operation

ANGELA MENARD

123 Queens Bush Road, Leamington, ON N8H 2T0
(226) 325-4528, angela.menard@uwindsor.ca

October 15, 2020

Dr. Jane Doe
Complete Chiropractic & Rehab Centre
4100 Tecumseh Road East
Windsor, ON N8W 1J0

Dear Dr. Doe:

My previous experience working in a rehabilitation facility along with my developing knowledge as a second-year student in the Bachelor of Human Kinetics Movement Science Co-op program is the foundation for my application for the **Chiropractic Assistant** position. Over the past year, I have learned about the human body and how it works while successfully completing courses in Functional Anatomy, Introduction to Exercise Physiology, and Fundamental Mechanics of Human Motion. This knowledge has only confirmed my desire to pursue a degree in human kinetics, and I am keen to apply principles taught in the classroom and eager to learn from professionals who share a love of health and wellbeing.

My interest and passion for kinesiology and living a healthy lifestyle began following injuries sustained as a high school student athlete that required lengthy recovery treatments in both chiropractic and physiotherapy clinics. I have personal experience receiving many forms of treatments and modalities similar to those used at Complete Chiropractic & Rehab Centre, including electrical stimulation, ultrasound treatment and acupuncture. Spending extended periods of time in treatment sparked my interest and motivated me to pursue an 8 month co-op placement in high school where I worked in a rehabilitation centre with many patients who sustained injuries from various sources including car accidents, sport, and the work-place. I gained experience monitoring patients during their exercise programs, setting up and applying inferential current, muscle stimulators and ultrasounds. It felt great to experience helping someone recover from an injury!

As a student athlete, I have developed and strengthened my interpersonal and communication skills. Being the Team Captain of the Girls Basketball Team of my high school and as a current varsity athlete, I understand the importance of a successful team environment, the value of coaching, mentoring, and motivation. Two summers as an athletic camp counselor with Best Buddies, assisting children with mental and physical challenges to learn and improve within their limitations, has taught me flexibility, patience, and the importance of a positive mindset when helping someone who is discouraged.

Helping others with positivity and patience is my passion and I know that I can continue to learn and improve working and studying under your guidance. Thank you for taking the time to read my application and sincerely I look forward to discussing my qualifications and how I can help you and your patients on their path to wellness.

Sincerely,

Angela Menard

Angela Menard

ANGELA MENARD

123 Queens Bush Road, Leamington, ON N8H 2T0
(226) 325-4528, angela.menard@uwindsor.ca

PROFILE OF SKILLS

- Gained knowledge in areas of functional anatomy, mechanics of human motion and sports psychology through the completion of university courses
- Strong communication and leadership skills developed through team sports and coaching
- Natural interpersonal skills enhanced while working in health and wellness services
- Knowledge and experience with common chiropractic and physiotherapy treatments

EDUCATION

Bachelor of Human Kinetics Honours Movement Science Co-op Sept 2020 to Present
University of Windsor, Windsor, ON

WORK EXPERIENCE

Referee

YMCA Recreational Basketball League, Windsor, ON Sept 2019 to Present

- Ensure game is played within rules and regulations to provide a safe environment with minimal conflict
- Provide dependable and accurate set up of equipment within tight time constraints
- Inspect floors, basketballs, hoops and scoreboards prior to games
- Remain calm and professional while mediating differing opinions and defending calls

Clinical Assistant – High School Co-op

Sept 2019 to May 2020

Advanced Rehabilitation Center, Windsor, ON

- Interacted with patients and administered electronic stimulations and ultrasound therapy following doctor's instruction
- Demonstrated and coached clients through exercise treatments
- Documented progress of participant exercise treatments and noted recommended modifications to workouts as needed

VOLUNTEER EXPERIENCE

Athletic Camp Counselor

Summer 2018, 2019

Best Buddies, Windsor, ON

- Encouraged children to participate in activities and engage in social situations
- Provided support and advice to assist children in resolving personal conflicts
- Assisted head coaches in creating inclusive athletic activities to engage diverse participants
- Supervised 20-30 children while maintaining a safe and healthy environment

AWARDS & ACCOMPLISHMENTS

- University of Windsor Entrance Scholarship, University of Windsor, Windsor, ON 2020
- CPR & First Aid - Certified, St. John Ambulance, Windsor, ON 2019

EXTRACURRICULAR ACTIVITIES

Varsity Athlete Lancer Girls Basketball

Sept 2020 to Present

University of Windsor, Windsor, ON

- Effectively manage commitments including daily workouts, weekly meetings and film sessions as well as balancing a full academic course load

Student Athlete Lion's Girls Basketball

2016 to 2020

Leamington District High School, Leamington, ON

- Led team as elected team captain to regional playoffs during senior year
- Mentored new players on performance and the importance of maintaining eligibility for play
- Demonstrated discipline and confidence during high stress competitive play

JOB POSTING INFORMATION (COMPUTER SCIENCE STUDENTS)

Job Title: Systems Development, Programmer

Organization: Statistics Canada, Informatics Branch

Job Description:

The Statistics Canada Work Environment

The breadth of opportunity at Statistics Canada is remarkably varied. As a student intern with the Informatics Branch, you will work closely with a dynamic team of IT professionals and subject matter specialists to design, develop, and test systems.

Statistics Canada is located in a park like setting of Tunney's Pasture in Ottawa right on the Ottawa River, five minutes from downtown. It is conveniently located on the main transit way and is therefore easily accessible by public transit. Team building events take place throughout the year and include such activities as a summer charity soccer tournament, lunch outings, summer BBQs, and Christmas events.

Who are we looking for?

High caliber university students enrolled in Computer Science, Computer Engineering, Software Engineering, or Information Systems with a minimum 2 years completed, who have a solid background in programming, testing, and database management systems. Preference will be given to students who are Canadian citizen students who are able to work for an internship period of 4-16 months.

What you will be doing

Statistics Canada offers a range of opportunities in system development. The Statistics Canada technology stack includes a variety of programming languages, frameworks, and database management systems. As a student intern you will be responsible for the analysis, design, implementation, and testing of systems all while being supported by a Project Leader or Senior Analyst/Programmer. Whether it's developing software or database solutions, delivering technical support services to our users, or supporting our census or survey operations, you'll be making a difference and gaining an invaluable experience!

Job Requirements:

Desired Skills and Knowledge:

- Sound programming expertise in object-oriented programming languages
- Knowledge of systems analysis and design concepts
- Knowledge of database concepts
- Knowledge of problem-solving techniques
- Completion of at least one object-oriented programming course by the time the position starts

A cover letter, addressed to Mr. Matt Wang, is to be uploaded along with your resume, in your application package.

A blue decorative graphic consisting of several overlapping, semi-transparent triangles of varying shades of blue, creating a modern, geometric look.

WHAT IS THIS EMPLOYER LOOKING FOR?

HARD SKILLS

- Background in programming (object-oriented), testing and database management systems
- Completion of object-oriented coursework
- Systems analysis, design, implementation

SOFT SKILLS

- Problem-solving techniques
- Interpersonal and verbal communication skills to support clients and team

Dan Nowak

1545 Ouellette Avenue, Suite 402, Windsor, ON N8X 1K6
<https://github.com/dannowak> • nowakd@uwindsor.ca • (519) 555-9876

October 5, 2020

Mr. Matt Wang
Statistics Canada
170 Tunney's Pasture Driveway
Ottawa, ON K1A 0T6

Re: Systems Development, Programmer

Dear Mr. Wang:

Being immersed in technical experiences to acquire skills in system design and software development, I hope to continue my career development with Statistics Canada in the role of **Systems Development, Programmer**. Having knowledge and application of object-oriented programming as well as experience in technical troubleshooting for client support, I am seeking an opportunity to meld and apply my abilities for effective database management with your team.

I am pursuing a Bachelor of Science Honours Computer Science Co-op degree with a specialization in Software Engineering at the University of Windsor and have expanded my knowledge in Java, C++, C and Swift. Through a current teaching assistantship, I have developed a keen interest in teaching programming to others. While assisting students to understand the relationship between the correctness of their ideas and implementation, I have increased my own knowledge of algorithm design. This experience, in turn, led me to participate in a local programming competition where our team will compete at the regional level next month.

In addition to the above-mentioned skills, I possess several applicable attributes and strengths. Specifically, I have strong problem solving and communication skills that I use on a regular basis as a Computer Technician with Best Buy. In this role, I diagnose and resolve computer software and hardware issues while ensuring the customer is satisfied with our services. I strive to improve processes and increase efficiencies and have a proven record of doing so. As an independent project, I created a lightweight sales tracking iOS application which is used at the retail outlet. This allowed me to hone a skill set in the area of mobile development that complements the material I have learned in my studies at the University of Windsor.

I am confident that my knowledge base of mobile development, operating systems and database concepts, makes me a suitable candidate for the System Development, Programmer position with Statistics Canada. I look forward to an interview and appreciate your time and consideration.

Best regards,



Dan Nowak

Dan Nowak

1545 Ouellette Avenue, Suite 402, Windsor, ON N8X 1K6
<https://github.com/dannowak> • nowakd@uwindsor.ca • (519) 555-9876

SKILLS

Programming Languages: Java, C, C++, Swift
Database Management: MySQL
Operating Systems: UNIX, Linux, Windows XP
Hardware and Software: Client-focused technical support and troubleshooting
Experience: 1.5+ years collaboration in technical settings, projects and competitions

EDUCATION

Bachelor of Computer Science, Honours Computer Science Co-op Sep 2019 - Present
 University of Windsor • Windsor, ON

- Specialization: Software Engineering
- Major Average: 87%
- Courses: Advanced Object-Oriented System Design Using C++, Software Development, System Programming, Object-Oriented Programming Using Java, Data Structures and Algorithms

WORK EXPERIENCE

Teaching Assistant Sep 2020 - Present
 University of Windsor • Windsor, ON

- Plan and facilitate lab sessions for 40+ students on C programming
- Provide feedback during one on one sessions, grade assignments and examinations
- Liaise with professor regarding student development opportunities and challenges
- Introduced an enhanced tutoring session prior to midterms resulting in 70% attendance and positive student feedback including requests for subsequent sessions

Computer Technician June 2019 - Present
 Best Buy • Windsor, ON

- Streamlined process for product returns, decreasing the time spent on task by 3 hours per week, allowing for increased efficiencies and a better customer experience
- Diagnose and resolve computer software and hardware issues
- Perform computer setups, repairs and upgrades, order parts, facilitate product shipments and process clients' transactions
- Evaluate returned products, wipe previous customer information and ensure there are no malfunctions or discrepancies
- Collaborate with store leadership and colleagues to recommend and promote products and services

PROJECTS

Best Buy Sales App (<https://github.com/dannowak/BestBuy-Sales>) 2020

- Created a sales tracking app for iPhone written in Swift, Utilized MVC pattern, implemented JSON parsing, Core Data database persistence and Auto Layout formatting
- Recorded \$40,000 in sales in one month, with the help of the app's cost and warranty estimation features

COMPETITIONS

University of Windsor Local Programming Competition Jan 2020

- Competed against teams of three programmers using C++ to solve a series of problems
- Selected as one of two teams to represent UWindsor at the regional competition

AWARDS

Computer Science Society 2nd Year Representative, University of Windsor 2020 - Present
 Golden Key International Honour Society (top 15% of class) 2020 - Present
 University of Windsor Dean's Honour Roll 2019 - Present

JOB POSTING INFORMATION (ENGINEERING STUDENTS)

Job Title: Production Engineering Co-op

Organization: Tokai Rika Group North America

Job Description:

- Participate or lead the design and localization of components/technologies and/or development of unique components for platforms (i.e. initiate DRBFM, drawing creation, design review, supplier development, PPAP, etc.)
- Develop an understanding of customer requirements and technical specs in order to generate test plans and communicate overall expectations to other TRQSS departments.
- Provide detailed build information for prototype and pre-production builds.
- Provide continuous support throughout the build process (from initial prototype component release to final assembly verification).
- Communicate with customers, suppliers and parent/sister companies to ensure all engineering requirements are being met to achieve overall program targets.
- Provide effective technical support and solutions for implementation of new technology, as well as resolving current production concerns.
- Responsible for the development of localized seat belt products and conducting activities to develop internal or external product, supplier processes and has good knowledge of seat belt applications and the applicable standards.
- Develop test plans, submit parts for testing, provide guidance for test lab regarding methods and procedures, evaluate tests and prepare reports.
- Responsible to provide guidance to suppliers to aid in process kaizen, during development cycles, establishing and approving component production process prior to SOP.
- Creating and maintaining engineering documentation such as DFMEA, CCT, DRBFM and FTA as required and providing support to Platform Engineering as needed to resolve customer issues when root cause is within core technology or at component level.

Job Requirements:

- 3D CAD as design tools and experience with SolidWorks/CATIA experience preferred
- Self-starter with strong analytical and interpersonal skills who can converse clearly in both written and verbal situations
- Able to work in a fast-paced and exciting work environment that allows innovative ideas while working as part of a team
- This position requires the successful candidate to have a valid driver's license and passport. The successful candidate would have to provide proof that he or she has a valid driver's license and passport upon being hired.



WHAT IS THIS EMPLOYER LOOKING FOR?

HARD SKILLS

- Engineering design tools; 3D, SolidWorks, CATIA
- Knowledge of technical specifications and user requirements for planning, design, implementation

SOFT SKILLS

- Interpersonal skills (written and verbal)
- Self-starter with ability to work in fast-paced team environment as part of a team

LISA BENETEAU

2052 Victoria Avenue, Windsor, ON N8X 1B9
226-340-9897 | beneteaul@uwindsor.ca | linkedin.com/in/lisabeneteau1

October 20, 2020

Tokai Rika Group North America
255 Patillo Road, RR #1
Tecumseh, ON N8N 2L9

Re: Production Engineering Co-op

Dear Hiring Manager:

As a Bachelor of Applied Science Honours Mechanical Engineering student at the University of Windsor, I am confident that my design experience using AutoCAD and CATIA along with my strong interpersonal and analytical skills will add value to the **Production Engineering Co-op** position with Tokai Rika Group North America.

I am actively involved in campus activities including being a member of the Formula SAE Team where I collaborate with a team of engineering students to design and build a race car. In addition, I was a member of the Robotics team at Vincent Massey Secondary School where I led the engineering and design team to the FIRST Robotics Regional Competition. In these roles, I acquired practical experience using design software including CATIA and AutoCAD, both of which are required for the Production Engineering Co-op position. My direct experience interacting with clients and vendors has been developed as a Sales Associate with Home Hardware for the past two years. Within the first six months I was promoted to lead shift associate as a result of demonstrating interpersonal communication and leadership skills to my manager. Like Tokai Rika Group, I place great emphasis on “quality first, customer first” and have applied this approach throughout my time working at Home Hardware.

In addition to the above-mentioned education and experience, I am a strong problem solver as well as a critical and creative thinker. I also enjoy collaborating with team members to reach a goal. These skills have been developed and honed throughout the completion of academic projects as well as from working with customers. As an amateur race car driver, I have acquired a love for cars including designing and rebuilding. Finally, as required for your position I hold a valid G driver's licence and passport.

I welcome the opportunity to meet with you in an interview. Please contact me at 226-340-9897 or via email at beneteaul@uwindsor.ca. Thank you for your time and consideration.

Best regards,



Lisa Beneteau

LISA BENETEAU

2052 Victoria Avenue, Windsor, ON N8X 1B9
226-340-9897 | beneteaul@uwindsor.ca | linkedin.com/in/lisabeneteau1

SUMMARY

- Design experience and technical aptitude obtained through Formula SAE and academic projects
- 2+ years managing customer interactions and resolving service issues in a retail environment
- Familiar with Microsoft Office Suite including PowerPoint and Excel (VBA, Macros, and Pivot Tables)
- Academic training and practical application of AutoCAD and CATIA

EDUCATION

Bachelor of Applied Science Honours Mechanical Engineering Co-op Sep 2019 - Present
University of Windsor, Windsor, ON
Minor: Mathematics | Major Average: 86%

TEAM PROJECTS

Formula SAE Team Member, University of Windsor, Windsor, ON Sep 2020 - Present

- Collaborate with team members to design and build a formula-style hybrid race car
- Operate shop equipment and machinery including lathes, drill presses and welding tools

Trebuchet Project, University of Windsor, Windsor, ON Sep - Nov 2020

- Collaborated as a team of 4 to design and build a trebuchet; aimed to optimize launch within constraints
- Created and modified design ideas using Catia
- Recorded results of trial launches and analyzed data to determine design modifications

Product Design Project, University of Windsor, Windsor, ON Feb - Mar 2019

- Designed a portable cooler with AutoCAD for travel with consideration of quality, cost, and safety
- Created initial and final drawings through team deliberation and troubleshooting of design

Robotics Team Member, Vincent Massey Secondary School, Windsor, ON Sep 2018 - Jun 2019

- Created drawings of mechanical parts using AutoCAD and manufactured robot components
- Coordinated with a team of professional engineers and students to design and develop a prototype
- Led design team to the FIRST Robotics Regional Competition

EMPLOYMENT EXPERIENCE

Sales Associate, Home Hardware, Windsor, ON Dec 2018 - Present

- Promoted to lead shift associate within the first 6 months, and trusted to complete additional tasks including scheduling, task assignment and departmental sales
- Identify customer requirements and make product and service recommendations
- Educate customers regarding power tools, paint and hardware products
- Resolve problems and manage customer complaints in a courteous and professional manner

ACTIVITIES AND INTERESTS

Member, University of Windsor Engineering Society Sep 2019 - Present
Amateur Race Car Driver, Various speedways and tracks in Ontario Jul 2019 - Present

JOB POSTING INFORMATION (ENGINEERING STUDENTS)

Job Title: Engineering Student Co-op - Manufacturing Engineering

Organization: Northstar Aerospace

Job Description:

Engineering Co-op student would work on various short-term projects in conjunction with Manufacturing Engineers and help in providing technical support and creating technical documentation for the projects.

Key Result Areas:

- Help Manufacturing Engineers develop flexible or integrated manufacturing systems and procedures
- Help in designing, developing and conducting time studies and work simplification programs
- Conduct studies of the reliability and performance of plant facility(s) and production or administrative systems as perceived by the engineering team
- Develop standards, work instructions as required to support requirements
- Plan and design optimal plant layouts
- Any and all duties as reasonably assigned

Job Requirements:

- A Co-op student pursuing bachelor's degree in Engineering (Mechanical, Industrial engineering, Manufacturing engineering etc.)
- CAD, CAM skills and knowledge an added asset
- Blueprint reading, GD&T skills preferred
- MS Word, Excel, PowerPoint, fluency a must
- MS Projects an added advantage
- Mandatory G Ontario Driver's License
- Car required

Please address cover letter to Ms. Marie Henley, Engineering Manager.



WHAT IS THIS EMPLOYER LOOKING FOR?

HARD SKILLS

- Design, develop, and conduct time studies and layouts for optimization
- CAD, CAM, blueprint reading, GD&T preferred
- MS Office software required; MS Projects preferred
- Driver's license with car

SOFT SKILLS

- Organization and time management
- Collaborative skills; assisting and communicating with team
- Written communication (creation of work instructions and standards)

RAM SINGH

1024 Sunset Avenue, Windsor, ON N9B 1P5

519-256-5567, singhr@uwindsor.ca

October 2, 2020

Ms. Marie Henley
Engineering Manager
Northstar Aerospace
204 East Pike Creek Road
Tecumseh, ON N8N 2L9

Re: Engineering Student Co-op – Manufacturing Engineering

Dear Ms. Henley:

As an experienced Production Engineer with 3 years experience in optimizing manufacturing systems, and a commitment to continual improvement, I am seeking to join your Manufacturing Engineering team in the **Engineering Student Co-op** position. My ability to plan studies and implement solutions to improve time, reliability, and performance using Autodesk software has been a fulfilling accomplishment which I aim to continue in aerospace manufacturing with Northstar Aerospace.

In both of my roles as a production engineer, I had the opportunity to build a strong foundation in understanding the methodology of improvement in production efficiency. Using my experience in assessing the rise of production costs from a design change in brake drum parts, I developed a material flow time study. Using the MODAPTS system, I conducted a time and motion study to suggest modifications to plant layout and reduce material flow time by 6%. I also assessed the manufacturing process of the flywheel housing, identified modifiable bottlenecks and a practical method to reduce waste. My analytical, problem-solving and design skills were challenged and developed using practical applications of design and planning tools such as CAD, CAM, MS Project and CATIA to render technical reports and solutions.

As I complete my Master of Engineering degree at the University of Windsor, I appreciate relevant coursework in Engineering Project Management and Computational Methods and Modeling for Engineering Applications; they strengthen my understanding of the scope and sequence of time studies and system integration and improvement.

I have gained significant technical, analytical and organizational skills from my previous work experiences which I look forward to using as part of the Northstar Aerospace team. I look forward to sharing my experiences in greater detail and thank you for your consideration of my application.

Best Regards,



Ram Singh

RAM SINGH

1024 Sunset Avenue, Windsor, ON N9B 1P5

519-256-5567, singhr@uwindsor.ca

SKILLS SUMMARY

- 3 years professional experience in manufacturing field as a Production Engineer
- Experience in time studies for improvements to workflow, waste reduction and layouts
- Practical experience using AutoCAD, SolidWorks, CATIA, blueprints
- Fluent in MS Office including MS Project for management of trials and technical documentation
- Valid G Driver's License and access to vehicle

EDUCATION

Master of Engineering, Mechanical Engineering Co-op

September 2020 - Present

University of Windsor, Windsor, ON

- Expected completion December 2021

Bachelor of Mechanical Engineering

September 2013 - June 2017

Gujarat Technological University, Gandhinagar, India

RELEVANT EXPERIENCE

Production Engineer

June 2018 - July 2020

ABC Industries, Gandhinagar, India

- Standardized production activities and performed time and motion studies (MODAPTS) to increase efficiency
- Reduced material flow time by 6% involving a change in the plant layout and considering impact on other products
- Implemented new technologies for cell manufacturing, providing technical support and effective solutions to problems
- Created and maintained APQP and PPAP documentation to support industry certifications
- Analyzed the state of operations for flywheel housing, identified bottlenecks and suggested improvements to eliminate waste

Production Engineer

July 2017 - June 2018

Stan Engineering Associates, Gandhinagar, India

- Coordinated manufacturing processes and equipment installation for production efficiencies
- Led lean manufacturing activities such as waste elimination and review of production processes for brake drums
- Determined rise in production cost due to change in design of brake drum and presented findings to management
- Planned, coordinated and executed trials for implementing cell manufacturing using MS Project
- Resolved customer issues regarding product quality and maintained close supplier relationships

EXTRACURRICULAR ACTIVITIES

Executive Member

September 2016 - April 2017

Society of Automotive Engineers (SAE), Student Chapter, Gujarat Technological University

- Designed and fabricated a single seated off-road vehicle for "SAE-INDIA BAJA Competition" along with a team of 13 members

Intramural Soccer Player

January 2014 - April 2017

Gujarat Technological University, Gandhinagar, India

JOB POSTING INFORMATION (ENGINEERING STUDENTS)

Job Title: Geotechnical Field Technician

Organization: Golder Associates Ltd.

Job Description:

Golder is seeking several 4-month co-op students to join our team in Windsor as Junior Geotechnical Field Technicians. Working at Golder is not an ordinary job. You'll be joining a team of passionate high-performing engineers, scientists and business professionals who don't just talk values-we live them every day.

Successful candidates will be responsible for the following:

- Provide technical services in a field, laboratory and office environment
- Supervise and/or carry out site geotechnical inspections of construction work and materials testing
- Conduct in situ testing of various materials on construction sites, compaction testing and testing of concrete and asphalt
- Perform laboratory testing on construction materials
- Participate in a team environment
- Demonstrating a "Safety-First" focus and acting as a role model to other staff
- Maintaining a high standard of behaviour to uphold Golder's reputation and demonstrating a commitment to our Core Values
- Work with and provide support to other members of the field technician group in assisting with other field and office activities as required

In addition to being successful at Golder, you will be able to demonstrate the following Success Attributes: initiative, enthusiasm, a desire to continually learn and grow, a detail and quality focus, good judgement, a good work ethic, adaptability, and good communication skills.

Job Requirements:

The successful candidates will possess the following qualifications:

- Currently enrolled in a Civil Engineering degree or diploma program
- Previous experience working as a geotechnical technician is an asset
- Knowledge of drilling procedures is an asset
- Must own a vehicle with appropriate insurance coverage and hold a valid driver's license
- Good written and verbal communication skills
- Strong organizational skills
- Contact: Peter Grant



WHAT IS THIS EMPLOYER LOOKING FOR?

HARD SKILLS

- Geotechnical testing and inspections of construction work and materials
- Knowledge of drilling procedures preferred

SOFT SKILLS

- Interpersonal skills (written and spoken) to participate in team environment
- Organization skills with attention to safety standards

Mason Fields

226-515-0123 | 808 Campbell Ave. Windsor, ON N9B 2J3
mitfields@uwindsor.ca | www.linkedin.com/in/MFields808

November 11, 2020

Mr. Peter Grant
Senior Geotechnical Engineer
Golder Associates Ltd.
1825 Provincial Road
Windsor, ON N8W 5V7

Re: Geotechnical Field Technician

Dear Mr. Grant:

For the past 3 years, I have spent my summers outdoors working in teams to maintain recreational property, clean construction sites, and service equipment. I have thrived in this environment and enjoy working in the field. This experience and my academic knowledge have prepared me to meet the service demands of site inspections and material testing as well as the delivery of safe, collaborative, and professional support for your team in the Geotechnical Field Technician position with Golder Associates Ltd.

Noted for my strong work ethic and safe management, I was selected to supervise the crew in the absence of my supervisor. This involved managing the workflow of a 5-person team, organizing, and preparing events, maintaining and servicing equipment to adhere to safety protocols and meeting timelines.

Currently pursuing a bachelor's degree in civil engineering from the University of Windsor, I have taken a special interest in material testing through academic and personal projects. Working in a team to design and construct a trebuchet for class demonstration and presentation required systematic testing of materials and prototypes to optimize performance. I also conducted a materials experiment to test the strength of concrete based on cement to sand ratios. My acquired skills in project work has prepared me for geotechnical testing.

I look forward to meeting for an interview and sharing detailed information about my skills, experiences and interest in supporting your consulting, design and construction projects. I appreciate your time and consideration of my application.

Sincerely,



Mason Fields

Mason Fields

226-515-0123 | 808 Campbell Ave. Windsor, ON N9B 2J3
mitfields@uwindsor.ca | www.linkedin.com/in/MFields808

SKILLS

- Experience with safe material testing, equipment servicing, and property maintenance
- Organized workflow for employment and projects with effective team communication
- Academic training in Microsoft Office, AutoCAD, Surveying, GPS and GIS
- Valid driver's license, insurance and access to vehicle

EDUCATION

Bachelor of Applied Science, Honours Civil Engineering Co-op September 2019-present
University of Windsor, Windsor ON

WORK EXPERIENCE

Grounds Crew (Pinafore Park) May-September 2020
Municipality of Central Elgin, St. Thomas, ON

- Maintained municipal grounds including lawns, buildings, splashpad, and ball diamonds
- Operated, inspected and serviced power equipment as per use and monthly inspection
- Adhered to standards of maintenance and safety procedures for 25-acre park and woodlot
- Supervised workflow of crew of 5 in director's absence to ensure completion of operations

General Labourer May-August 2018, 2019
TerraCorp Management Inc, St. Thomas, ON

- Assisted site manager with cleaning and manicuring of construction and landscaping sites
- Operated hand tools, power equipment, and commercial machinery

PROJECTS

Trebuchet September-November 2020
University of Windsor, Windsor, ON

- Designed, built and tested a trebuchet as a team of 4 with limitations of time, cost and resources
- Managed team progress, schedule, data, and costs using Microsoft Project
- Used mechanical tools including saw, notching and sanding machines to build and modify model
- Prepared final written report and PowerPoint for class presentation

Strength of Concrete April-June 2019
Central Elgin Collegiate Institute, St. Thomas, ON

- Calculated amount of sand and cement needed for each ratio, poured and cured for 4 weeks
- Created forms using angle iron to form a box mold with expansive joints forming 10 sections
- Tested strength of concrete using suspended weights, based on 10 different sand to cement ratios

EXTRA-CURRICULAR ACTIVITIES

Softball Assistant Coach (U13 female athletes) May-August 2019
St. Thomas Optimist, St. Thomas, ON

Player, Competitive Baseball May 2010-August 2018
St. Thomas Minor Baseball, Windsor, ON

JOB POSTING INFORMATION (PHYSICS STUDENTS)

Job Title: Health Physics Co-op Student

Organization: Ontario Power Generation

Job Description: GENERATE a future of possibilities

As one of North America's leading electricity producers, Ontario Power Generation offers challenging opportunities and career diversity in a work environment where safety is a fundamental value, and where you can realize your personal and professional goals. We are excited to offer a student placement in our Health Physics Department, which is located in Whitby, Ontario.

As the successful candidate, you may have the opportunity to assist in a variety of work assignments which may include:

- Assisting in the management of the Radiation Instrument Program
- Implementing new radiation instrumentation at our nuclear sites
- Managing and organizing technical databases
- Assisting health physicists with data collection and analysis
- Assisting health physicists with report writing
- Implementing new software for the management of licensed radioactive sources
- Assisting with remote monitoring initiatives

This job will provide you with the following professional development:

- The opportunity to gain a technical understanding of how a Health Physics laboratory and CANDU stations work
- The opportunity to gain experience in implementing Health Physics skills in an industrial environment
- Opportunities to enhance organizational and managerial skills
- Opportunities to enhance teamwork and communication skills
- Opportunities to improve time management skills

We are searching for an enthusiastic Health Physics student who has completed a minimum of 2 year and will be returning to university or college (full time) upon completion of this work term or requires one final work term to graduate.

Job Requirements: Preference may be given to the candidate who has the following skills and qualification:

- Proficient in Microsoft Access database development and reporting
- Radiation instrument experience

This placement may involve some travel. A valid "G2" driver's license is required. Ready access to a vehicle would be an asset. We hire dozens of students each term, and we work hard to keep them challenged and provide learning opportunities. In fact, many of our students return for a second term because the OPG experience is so valuable. So, tell us what areas you're interested in and we'll tell you what you can accomplish in the months you're with us, while you enjoy networking with your peers in a flex time and business-casual work environment!



WHAT IS THIS EMPLOYER LOOKING FOR?

HARD SKILLS

- Managing databases (Access), data collection, analysis and report writing
- Radiation instrumentation
- Valid G2 Driver's License

SOFT SKILLS

- Organization, management of data, time management skills
- Collaborative skills; assisting and communicating with team

Morgan Vasilevski

4020 Roseland Drive East, Windsor, ON N9G 1Z9, 226-574-8956, vasilevskim@uwindsor.ca

September 30, 2020

Ontario Power Generation
1886 St. Clair Pkwy
Courtright, ON N0N 1H0

Dear Hiring Committee:

I would like to apply my experience using data software and academic knowledge of medical physics in the Radiation Instrument Program as a **Health Physics Co-op Student** for Ontario Power Generation. Excelling academically in the Bachelor of Science, Honours Physics program, I am eager to use my knowledge and experience in experimental lab preparation to assist with program management at OPG's nuclear sites.

For the past year, I have teamed with the health physics research department at the University of Windsor to assist in the alignment and collection of laser spectroscopy while investigating new preparation techniques. I reviewed comparative studies of techniques as well as data management methodologies. This involved data collection of over 30 procedures to analyze and compare spectral intensities using Access and SPSS software.

Report writing and data collection are also performed in my administrative position at a local medical clinic where I assist the healthcare team in preparing and filing client records. By creating shortcuts and systematic naming of files, I reduced retrieval time by 20%. This experience has given me the opportunity to develop my written and verbal communication skills, as well as teamwork skills.

Supporting research through data collection, and analysis is how I hope to assist the Radiation Instrument Program. The opportunity to be challenged as well as the opportunity to travel for program monitoring are what attracted me to this position. I look forward to meeting for an interview and sharing my experiences and enthusiasm for this field of health physics. Thank you for your review and consideration of my application for a placement with your professional team.

Sincerely,



Morgan Vasilevski

Morgan Vasilevski

4020 Roseland Drive East, Windsor, ON N9G 1Z9, 226-574-8956, vasilevskim@uwindsor.ca

SUMMARY OF QUALIFICATIONS

- Experience with Microsoft Access database management and reporting; working knowledge of Esawin, MATLAB and SPSS
- Strong analytical and scientific reasoning skills acquired through academic distinction
- Practical experience working in a physics laboratory including using measurement tools, lab equipment and following safety procedures
- Communication, time management, and organizational skills developed through balancing employment and volunteer experience while maintaining strong academic average
- Valid G2 Driver's License with reliable vehicle

EDUCATION

Bachelor of Science Honours Physics (Medical Physics) Co-op Sep 2019 - Present
University of Windsor, Windsor, ON

- Dean's Honour Roll (90% cumulative average)
- Member of Golden Key International Honour Society
- Entering 3rd year of studies – Sept 2021

EMPLOYMENT EXPERIENCE

Administrative Assistant (part-time) May 2019 - Present
Windsor Medical Clinic, Windsor, ON

- Introduced a more efficient filing system that reduced the staff file retrieval time by 20%
- Maintain patient databases and create reports using MS Access and Excel
- Provide administrative support to a team of healthcare professionals
- Maintain detailed records, coordinate meetings, process invoices and liaise with vendors

Laboratory Assistant (part-time) Oct 2019 - Mar 2020
University of Windsor, Windsor, ON

- Explored the growing development in laser-induced breakdown spectroscopy
- Investigated new techniques for preparation of bacterial placement surfaces
- Assisted in experimental alignment and data collection
- Analyzed and compare spectral intensities using various software packages

VOLUNTEER EXPERIENCE

Member Dec 2019 - Present
University of Windsor Physics Club, Windsor, ON

- Delivered engaging and interactive presentations to high school physics classes resulting in positive feedback and invitations for additional sessions

Volunteer Sep 2017 - Aug 2018
Windsor Regional Hospital (Ouellette Campus), Windsor, ON

- Transported discharged patients by wheelchair to waiting transportation

JOB POSTING INFORMATION (BIOCHEMISTRY STUDENTS)

Job Title: Regulatory Submission Associate Intern

Organization: GlaxoSmithKline, Mississauga, ON

Job Description: Your Responsibilities:

The mandate of the Regulatory Submission Associate (SA) role is to support various regulatory submission related activities and other projects within the Regulatory Department. The role will also require the incumbent to contribute to Health Canada submissions, timely feedback and updates and operational excellence activities. The role may require specialization in one area, such as CMC or labeling.

We are searching for bold, decisive, innovative team players to add value to Canada's premier pharmaceutical company. If you are an energetic, career-minded professional with a passion for leadership, a focus on solutions, and a commitment to outstanding performance, we invite you to apply to our exciting and rewarding role. In this position you may participate in:

Submission-Assist Therapy Area staff in planning and preparation of regulatory submissions (CTA, NDS, S/NDS, N/C)

Participate in submission preparation teams

Assist in various projects within the Regulatory Affairs group

Analysis-Assist in the regulatory and corporate compliance activities for GSK products

Participate in the review of regulatory policies and/or guidelines

Liaise with diverse groups-Regulatory Affairs, Clinical Studies (local & global), Medical Information, Drug Safety & Compliance

Metrics & ad hoc requests-Collect, extract and analyze divisional performance metrics.

Participate in ad hoc requests to support departmental or divisional activities.

GSK is an equal opportunity employer committed to diversity and inclusion. We welcome applications from all qualified individuals. GSK is committed to accommodating persons with disabilities.

Job Requirements: Why You?

University Degree Health Sciences E.g. Biology, Chemistry, Pharmacology, Toxicology

Strong computer literacy and computer skills including Word, Excel, PowerPoint, Outlook.

Theoretical understanding of Regulatory Affairs and the Drug Development process is required.

Results oriented with a proven ability to prioritize work and meet challenging deadlines.

Well developed time-management and multi-tasking ability

Well developed communication skills including listening, summarizing, probing, clarifying

Adaptive communication style with ability to influence and build relationships with others across divisions.

Proven ability to interact effectively with diverse group of business partners individually and within a team

Proven ability to deliver to specific deadlines and ability to work with a sense of urgency.

Diligent, detail oriented.

Takes Initiative and follows through.

Very good thinking, creative problem-solving skills and sound judgment.

Quick Learner with ability to work in a fast paced and changing environment

Demonstrated ability to remain calm under pressure

Preferred qualifications:

University degree in Health Sciences preferred.

Knowledge of Drug Development and Pharmaceutical Industry is preferred.

Working knowledge of WebTop is preferred.



WHAT IS THIS EMPLOYER LOOKING FOR?

HARD SKILLS

- MS Office: Word, Excel, PowerPoint, Outlook
- Knowledge of Regulatory Affairs and the Drug Development Process
- WebTop: working knowledge preferred

SOFT SKILLS

- Communication skills including listening, summarizing, probing, clarifying
- Innovative, self-starter with ability to work in fast-paced team environment
- Adaptable and influential
- Ability to deliver to specific, sometimes urgent, deadlines
- Creative problem-solver
- Detail oriented

MARIE CURIE

6 Carbon Way, Windsor, ON N8N 4T4

mcur1@uwindsor.ca | 519-226-5555 | [linkedin.com/in/mcur1](https://www.linkedin.com/in/mcur1)

May 27, 2020

GlaxoSmithKline
7333 Mississauga Rd
Mississauga, ON L5N 6L4

Re: Regulatory Submission Associate Intern

Dear Hiring Manager,

I hope to have the opportunity to contribute to your purpose: to help people do more, feel better, live longer. As an innovative and collaborative team player, I am ready to demonstrate my value to GlaxoSmithKline as a **Regulatory Submission Associate Intern**. I am an organized, results-driven third year student in Biochemistry at the University of Windsor, with a reputation for delivering quality work and service.

Specifically working under the direction of Dr. Smith, I have been privileged to gain an understanding of lab processes and protocols. Last semester, I worked in the lab ensuring the lab equipment was maintained correctly so as not to limit or interfere with graduate level research. Attention to detail was essential in this role. Currently, I work off-campus as a Pharmacy Assistant, where I am gaining a greater understanding of the Drug and Pharmacies Regulation Act and dispensing drugs. Additionally, I have been gaining theoretical knowledge of Regulatory Affairs and Drug Development through on-line research.

Working with diverse teams and clients, through school, work and volunteering, I have developed strong oral and written communication, problem solving, time management and accountability skills. I have learned to effectively manage and prioritize my time to be able to contribute fully to all my scheduled commitments, with the ability to be flexible and adaptable in response to expected outcomes or requests.

I am eager to begin the process of submission, analysis, group liaison, and metrics and am confident that my professional development and skill acquisition would benefit the pursuits of GSK. I look forward for the opportunity to discussing this position with you in more detail.

Respectfully,



Marie Curie

MARIE CURIE

6 Carbon Way, Windsor, ON N8N 4T4

mcur1@uwindsor.ca | 519-226-5555 | [linkedin.com/in/mcur1](https://www.linkedin.com/in/mcur1)

PROFILE OF SKILLS

- Practical experience with laboratory techniques, terminology, equipment, and materials
- Assisted with lab maintenance and scheduling of experimentations and projects
- Knowledge of pharmaceutical practices, theoretical regulations, and standards in drug development developed through academic studies and on-the-job in a pharmacy
- Proven ability to thrive and take initiative under urgent and pressured conditions where priorities often change rapidly
- Adept in Microsoft Office software Word, Excel, and PowerPoint

EDUCATION

Bachelor of Science (B.Sc.), Honours Biochemistry

Sep 2019 - present

University of Windsor, Windsor, ON

EXPERIENCE

Pharmacy Assistant

Sep 2019 - present

Neighbourhood Drugstore, Windsor, ON

- Assist pharmacists dispensing commercial drugs for customers in a fast-paced retail setting
- Inventory pharmaceutical supplies to ensure adequate stock on hand at all times
- Ensure accuracy of prescription orders and provide effective service to diverse clientele
- Track prescriptions and customer notes in the pharmacy tracking system (Kroll)

Lab Assistant

Jan 2019 - Mar 2020

Department of Biochemistry, University of Windsor, Windsor, ON

- Maintained lab equipment in adherence of safe practices and inventory supplies for reorder
- Organized calendar of scheduled lab use for graduate student research

Piano Instructor

May 2018 - Mar 2020

Self-Employed, Windsor, ON

- Taught piano to students aged 4-16, following the Royal Conservatory Syllabus, receiving positive feedback and referrals from parents

EXTRACURRICULAR/VOLUNTEER ACTIVITIES

Virtual Tutor, Windsor, ON

Apr - Jun 2020

- Provided on-line tutoring in biology and chemistry for two senior high school students who wanted to ensure full comprehension of subjects prior to attending university

Participant

May 2019

Let's Talk Cancer 2019 Symposium, Ryerson University, Toronto, ON

- Participated in a full-day symposium, that included 2 hands-on science lessons and a workshop about cancer research

Piano Student

2000 - 2018

Academy of Music, Académie Ste. Cécile, Windsor, ON

- Completed the ARCT for Piano in 2018
- Participated in 10 music festivals placing silver in 3 of the Windsor/Essex Kiwanis Festivals

JOB POSTING INFORMATION (MASTER OF APPLIED COMPUTING STUDENTS)

Job Title: Java Developer

Organization: ABC Company Inc.

Job Description:

ABC Company Inc. is growing, and we need a strong **Java Developer** to work with our team of programmers, designers, and project managers to help us build some pretty cool products. In this role, you'll be working closely with our development team. This position will attract those that like learning, building cool stuff, and working collaboratively with a crew of friendly, smart, outgoing nerds to:

- Develop and support reports and in-house applications
- Work with business users to refine requirements
- Create and/or validate technical design documents
- Interact with project managers/business analysts/team leads
- Contribute in all phases of the development lifecycle
- Experience developing and delivering cloud-based applications or services

Job Requirements:

- 2-3 years of working experience in software development
- Java/JEE, JavaScript, CSS, HTML, SQL
- Good Object-Oriented Programming concept and fully understand Software Development Life Cycle (SDLC)
- Having a passion for programming/technology, willing to learn new skills, self-motivated and responsible
- Computer Science or equivalent diploma/degree in College/University
- Transcript will be required prior to interview arrangement

Nice to Have:

- Experience in Banking/Financial industry
- Solid verbal and written communication skills
- Please address cover letter to Mr. Samuel Shiverick, Director of Development



WHAT IS THIS EMPLOYER LOOKING FOR?

HARD SKILLS

- Software development using tools: Java/JEE, JavaScript, CSS, HTML, SQL
- Object-Oriented Programming, SDLC
- Banking/financial experience

SOFT SKILLS

- Interpersonal skills (interaction with managers, analysts, team leads and business users)
- Self-motivated, responsible and willing to learn
- Communication skills (written and spoken)

Al Gorithm

555 South Ave., Windsor, ON N9B 4X9
(226) 555-5555 | gorithma@uwindsor.ca
linkedin.com/in/algorithm | https://github.com/algorithm/

May 12, 2020

Mr. Samuel Shiverick
Director of Development
ABC Company Inc.
555 Mick Street
Toronto, ON L9M 4T4

Dear Mr. Shiverick:

After 4 years of employment as a Software Developer collaboratively designing, building and testing clients' websites, I have sought further studies in a graduate level computing degree with internship. I hope to apply this advanced education along with my technical, collaborative, and client-focused experience to support ABC's needs as a **Java Developer**.

Working as a Software Developer at Atlas Manufacturing, I developed skills in Java, HTML, CSS and MySQL. During this time, I supported many projects, primarily focused on front-end development for diverse client databases and websites. After 2 years of working collaboratively with various internal teams, I had the opportunity to lead several projects which included gathering information from clients, designing, implementing, testing and deploying the websites. I consistently communicated with our back-end development team and eventually had the opportunity to work on back-end development for a limited number of clients.

In addition to my work experience, I have successfully completed several academic projects during my Master of Applied Computing program. These projects involved using technologies such as Java, JavaScript, HTML, CSS and SQL. I played a key role on team projects by leading the group to ensure all tasks were completed on time and efficiently. I also confidently presented the design, functionalities, challenges and solutions in front of my peers and professors. My professional background and academic training have refined my analytical, troubleshooting, oral communication, and documentation skills.

I would appreciate the opportunity share more information about my designing, building and testing experience during an interview for the Java Developer position. Thank you for your review and consideration of my resume.

Sincerely,



Al Gorithm

Al Gorithm

555 South Ave., Windsor, ON N9B 4X9

(226) 555-5555 | gorithma@uwindsor.ca

linkedin.com/in/algorithm | <https://github.com/algorithm/>

SUMMARY OF QUALIFICATIONS

- Over 3 years of work experience in software and web development
- Significant software design, testing and development experience in **Java, JavaScript, HTML, CSS**
- Continuous improvement of technical skills and knowledge through online tutorials and podcasts
- Well developed communication, teamwork and problem-solving skills established while working collaboratively with project teams, colleagues and clients

TECHNICAL SKILLS

- **Programming Languages and Libraries:** Java, JavaScript, jQuery C, C#, C++, CSS, Python, Visual Basic
- **Database Systems:** MySQL, PL/SQL, Oracle SQL, MS-SQL Server
- **Markup Languages:** HTML, XML
- **Operating Systems:** Linux, OS X, UNIX, Windows 10
- **Software Applications:** Microsoft Office, Microsoft Access, ACTIVE Net, Adobe Photoshop
- **Methodologies:** SDLC (Agile, Waterfall, Iterative, Scrum)
- **Cloud Computing:** IBM Cloud Essentials

EDUCATION

Master of Applied Computing

September 2019 – Present

University of Windsor, Windsor, Ontario

Coursework complete August 2020; Available for internship September 2020

Bachelor of Technology, Computer Science

September 2012 – April 2016

Institute of Technology, New Delhi, India

RELATED WORK EXPERIENCE

Software Developer

June 2016 – July 2019

Atlas Manufacturing Inc., New Delhi, India

Technology: Java (Spring + Hibernate), HTML, CSS, MySQL

- Led multiple teams in design, development and implementation of 50+ websites, receiving appreciation from colleagues and clients
- Created and tested new functionalities, integrated database, and generated reports
- Analyzed both business and technical requirements with respective teams
- Maintained regular communication with teams and clients on project progress
- Developed Drupal website and plugin for manufacturing firm www.weepleran.com
- Worked on back-end resource development of Java (Spring + Hibernate) based on Open MRS and Node.js search with MySQL www.lasmentorfacture.com

ACADEMIC PROJECTS

Meter Reading

February – March 2020

University of Windsor, Windsor, ON

Technology: HTML, CSS, JavaScript, jQuery, Ajax, Twitter - Bootstrap

- Worked with HTML and CSS to create faster and more accurate meter readings for any utility company
- Successfully implemented functionality for communication between mobile applications and rails report generation
- Created complex, dynamic reports with varying inputs to track meter locations
- Developed a dashboard for clients to send a file download request and upon approval use the secure key to download the file

<https://github.com/rmacprogramInfotech/meterreadingforwebsite>

Student Management System

October – December 2019

University of Windsor, Windsor, ON

Technology: Java, JavaScript

- Created an integrated client management system application utilizing Java and JavaScript
- Assisted in designing, building and maintaining a database to track all internship activities replacing the manual system reducing time by 25%
- Assisted with the project summary to professors in technical report and oral presentation formats

<https://github.com/workpartInfotech/studentforwebsite>

TECHNICAL INVOLVEMENT

Windsor Hackforge, Windsor, ON

January 2020 – March 2020

- Attended several events to improve coding experience and networking with other programmers
- Engaged in discussions outlining the pros/ cons of various programming languages and frameworks

Winter Hackathon, University of Windsor, Windsor, ON

December 2019

- Participated in the hackathon and wrote code in PHP and JAVA
- Presented findings utilizing PowerPoint in front of 50 participants, judges and spectators

<https://github.com/windsorbiking/meterreadingforwebsite>

CERTIFICATES & TECHNICAL TRAINING

Java, Python and JavaScript, Udemy.com

April 2020

Python Certificate, University of Windsor, Windsor, ON

January 2020

IBM Cloud Essentials, University of Windsor, Windsor, ON

November 2019

JOB POSTING INFORMATION (COMPUTER SCIENCE/APPLIED COMPUTING STUDENTS)

Job Title: Automation Test Development Student (Fixed Term)

Organization: BlackBerry

Contact: Ms. Jane Doe

Job Description:

The successful candidate will be part of the BlackBerry Mobile Security App testing team responsible for testing the latest BlackBerry handhelds and software releases. You will develop, execute, and maintain automated test tools/scripts that help gauge quality and stability of a device; including triaging, reporting, gathering measurements, and benchmarking critical functionality.

Location: Waterloo, Ottawa, or Mississauga, ON Length of Term: 4 Months

Responsibilities:

- Test new handhelds and software pre-release
- Develop, execute and maintain automated test tools/scripts
- Contribute to team deliverable through involvement in our agile scrum development sprints
- Working with multiple mobile platforms, testing environments and frameworks
- Produce creative and analytical, yet effective solutions to problems

Job Requirements:

- Currently pursuing a degree or diploma Computer Science, Engineering, or a related field with a co-op or internship option
- Experience in some or all of Java, Python, C++
- Experience with mobile platforms, testing environments and frameworks (e.g. Android, JUnit, Selenium)
- Experience with authoring/maintenance of testing artifacts, defect tracking, and debugging
- Detail oriented and adept at detecting and diagnosing software defects
- Good verbal and written communication skills
- Ability to work in a small team environment where self-driven and self-motivated capabilities are key initiatives and innovation skills with passion for process improvements
- Programming, automation or scripting experience

Additional Assets:

- Familiarity with Android Studio development tools is a plus
- Experience with Robot, PHP and MySQL is useful



WHAT IS THIS EMPLOYER LOOKING FOR?

HARD SKILLS

- Software development using tools: Java, Python, C++
- Experience with mobile platforms; testing, defect tracking and debugging
- Programming automation, scripting experience
- Android Studio, Robot, PHP, MySQL are preferred

SOFT SKILLS

- Self-driven and detail-oriented with passion for improvement
- Communication skills (written and spoken)
- Ability to work in a small team environment

Arjun Patel

www.linkedin.com/in/arjunpatel1001

555 Wooden Ave.
Windsor, ON N9B 3P4

☎ 519-256-5555

✉ patela150@uwindsor.ca

E-portfolio: www.arjunpatelportfolio.com

<https://github.com/arjun9999/>

May 17, 2020

Ms. Jane Doe
BlackBerry
176 Columbia Street West
Waterloo, ON N2L 3L3

Dear Ms. Doe:

Being the first to test a BlackBerry handheld would be my ideal vision of applying my technical skills and interest in software app functionality. Having completed a successful internship in Android development with a penchant for defect detection, I am eager to assist the Mobile Security App testing team as an **Automation Test Development Student**.

As an intern, I realized that the core of mobile development is building an enjoyable UI using SOLID and design pattern principles. Collaborating with an experienced team, I learned the build process including the design of custom views and the creation of animations. I also provided testing and trials of another application by measuring performance and fixing errors using Visual Studio. Recognizing my strength in testing, in my academic projects I took an active role of detecting and diagnosing defects while also developing skills in programming languages such as Java, Python, C++ and PHP. Creating a database, management system, websites and applications in a team and independently has given me opportunity to apply my academic and on-line training for effective programming.

I am confident that the skills I have acquired from my internship and academic accomplishments will help to drive the functionality of BlackBerry's mobile security applications. Thank you for your review of my application and I look forward to joining BlackBerry's Mobile Security App testing team.

Best Regards,



Arjun Patel

Arjun Patel

www.linkedin.com/in/arjunpatel1001

555 Wooden Ave.
Windsor, ON N9B 3P4
519-256-5555

patela150@uwindsor.ca

E-portfolio: www.arjunpatelportfolio.com
<https://github.com/arjun9999/>

TECHNICAL SKILLS

- **Programming Languages & Libraries:** Java, Python, C++, C, C#, PHP, JavaScript, CSS, jQuery
- **Database Systems:** MySQL, Oracle SQL, MS-SQL Server
- **Markup Languages:** HTML, XML
- **Operating Systems:** Linux, UNIX, Windows 8
- **Software Applications:** Microsoft Office, Microsoft Access, Android Studio, Visual Studio
- **Software Tools:** Winium (Selenium Based), GIT, Data Protector
- **Cloud Computing:** IBM Cloud, AWS (Amazon Web Service)
- **Project Management:** Scrum, SDLC, Waterfall, Tableau
- **Internship:** 6 months experience in Android app development and programming using Python, Linux and mySQL

EDUCATION

Master of Applied Computing

Jan 2020 – Present

University of Windsor, Windsor, Ontario

- Available for a 4-month internship starting September 2019 (coursework complete August 2019)
- Relevant coursework: Advanced Database, Networking and Data Security, Computing

Bachelor of Technology

Sep 2015 – Apr 2019

Gujarat Technological University, Gandhinagar, India

- Relevant coursework: Advanced Java, Statistics, Management Information Systems, Networking

WORK EXPERIENCE

Android Developer Intern

May – Nov 2019

Softtech Industry Solutions, Hyberdad, India

Technologies: Python, Winium, Android, MySQL, PHP, Visual Studio

- Contributed to development of 2 Android applications on Linux based system and SQL database
- Used profiling tools of Visual Studio to analyze CPU, memory usage, UI performance, UWP and debug
- Collaborated with product managers and UI/UX designers to create secure, seamless mobile experience
- Worked in Agile framework; reported recommendations, errors and progress in daily scrum meetings

PERSONAL PROJECTS

Music Analysis Website

Jan – Jul 2019

Technologies: PHP, MySQL, HTML, CSS,

arjunsmusicmadness.com

- Designed and created database base and website that tracked music playlists and popularity
- Problem-solved through trial and error, on-line research, testing and analysis

ACADEMIC PROJECTS

Internship Management Information System (Team Project)

May 2020 – Present

University of Windsor, Windsor, ON

Technologies: C, HTML, CSS, jQuery<https://github.com/Arjun9999/MIS/tree/master>

- Learned to create a complete Content Management System and become more efficient in HTML, CSS, JavaScript and jQuery

Data Visualization (Individual Project)

Feb – Mar 2020

University of Windsor, Windsor, ON

Technologies: HTML, CSS3, JavaScript, SQL, IBM Bluemix<https://windsorpoolcommunity.thebluemix.net/>

- Designed and built a website which collected and analyzed survey data related to pool safety

Group Chat Application (Team Project)

Jan – Mar 2020

Technologies: C, C++, Java, Visual Basic, Android

- Created a Group Chat Application which allows clients to chat using either system or Android
- Assessed functionality of application, tracked defects and implemented improvements

Upcoming Vehicle Purchases Application (Individual Project)

Jan – Apr 2019

Gujarat Technological University, Gandhinagar, India

Technologies: ASP.NET, SQL Server, HTML, Visual Studio

- Developed a web application designed to collect and store potential vehicle purchases within a specific region

ADDITIONAL TECHNICAL TRAINING

Python in Machine Learning (6 hrs), University of Windsor, Windsor, ON

Mar 2020

IBM Cloud (Introduction), University of Windsor, Windsor, ON

Jan 2020

PHP, MySQL (Fundamentals), www.w3schools.com

May 2019

REFERENCES AVAILABLE UPON REQUEST