# Master Resume Worksheet

The *Master Resume Template* is a document that includes **all your professional experiences**, including work and volunteer positions, achievements, education, and other career-related information. You will use your *Master Resume Template* to develop customized targeted resumes to send to employers. Remember, your *Master Resume Template* **should not be sent to employers**.

Use the following worksheet to build your *Master Resume Template*. Make sure to read the instructions and examples within each section carefully. Refer to the *Master Resume Template Rubric* in Quercus for information about how your assignment will be assessed. After you have submitted this assignment, you can continue using this template to keep track of your experiences.

Keep in mind, although you may not have a lot of work or professional experience yet, all experience is good experience so long as you can identify and articulate the value of the skills you have developed.

## Contact Information

Make sure to include your name, primary phone number, and @mail.utoronto.ca email address. We strongly recommend also including professional links such as your LinkedIn, GitHub, personal website, etc. Make sure these are linked properly and that the content within these sites is appropriate to share with employers.

### Example:

**Jane Doe**

123-456-7890 | jane.doe@mail.utoronto.ca

ca.linkedin.com/in/janedoe

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| **Johnny Meng**  1909 – 45 Charles Street East • Toronto, Ontario, M4Y 1R9 • john.meng@mail.utoronto.ca • 250-889-9026 |

## Professional Summary (Optional)

Try to keep your professional summary to 2–3 sentences. This summary can be customized to the positions you apply for. You will have plenty of opportunities to expand on and customize this summary when applying for jobs, such as through your targeted resumes and cover letters and during interviews.

### Example:

Highly adaptable mechanical engineering student with 2+ years of experience designing and analyzing mechanical components and systems using SolidWorks. Proficient with programming in MATLAB, Python, and RobotC. Passionate about sustainability and developing energy-efficient solutions to address global engineering challenges.

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| N/A |

## Education

Be specific about the institution, degree type, and your program or discipline of study as well as minor(s) (if applicable) and relevant courses (not including course codes). Also include the start date, expected graduation date, and **PEY Co-op** for your undergraduate degree. If other parts of your resume mention experiences or achievements that transpired while you were in high school, make sure your secondary education is listed as well. You can also share key accomplishments such as Dean’s List or Honour Roll.

### Example:

**Bachelor of Applied Science and Engineering (B.A.Sc) in Industrial Engineering + PEY Co-op**

University of Toronto, Toronto, ON

Sep. 2022 – Apr. 2027 (expected)

* Intended minors in Artificial Intelligence and Engineering Business
* Relevant Courses: Fundamentals of OOP (Java), Fundamentals of Computer Programming (Python), Calculus I, Calculus II, Engineering Strategies & Practice, Data Modelling, Operations Research (OR) I & II, Probability, Statistics

**Bloor Collegiate Institute**

Sep. 2018 – Jun. 2022

Honour Roll

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| **University of Toronto** Toronto, ON  BASc, Computer Engineering. Dean’s Honor List Apr. 2026 (Expected) Relevant Coursework:  • Fundamentals of Computer Programming, Data Structures and Algorithms, Digital Systems and Computer Logic, Computer Organization, Intro to Computer Engineering, Software Design |

## Skills

Please include **at least three skills** below. Aim to include a diverse range of technical and professional skills. In addition to listing skills in this section of your resume, you will also want to **demonstrate how you developed or applied** each skill through the experiences listed on other parts of your resume, such as in Education, Experience, or Extra / Co-curriculars.

### Example:

* CAD / Design: SolidWorks, Sketchup
* Programming: Matlab, Python, Basic C with Arduino
* Analysis / Simulation: ANSYS, FEA, PSpice, Minitab
* Machining: Lathe, Mill, Drill Press
* Public Speaking, Adaptability, Problem-Solving

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| • C/C++, Python, Git, Quartus, HTML/CSS, JavaScript, Vue, Linux, Altium, SEM, XPS |

## Experience

Remember, this section of your resume can include full-time and part-time positions, internships, temporary roles, and applicable volunteer work. It can also include class projects from relevant courses. Make sure to organize your professional experiences chronologically (most to least recent). For each experience, include the job title or role, company name, location (city, province / state, and country if applicable), dates of employment or project, and accomplishment statements (responsibilities, results, and key achievements).

Between this section and the Extra / Co-curriculars section, you will need to include **at least three experiences** and **at least three accomplishment statements** per experience using the Action-Description-Result framework. We will review both sections to grade the Experience sections of the rubric. For more information, visit the *Master Resume Template Rubric* in Quercus.

### Example:

**Teaching Assistant**  Sep. 2023 – Present

University of Toronto, Toronto, ON

* Teach section of Systems Programming and Theory of Computation course to 20 students using cases, problem solving challenges, and weekly quizzes to supplement course lectures and support retention and application of course learning objectives.
* Apply a range of teaching strategies, including formative assessments, active learning, and differentiated instruction to support diverse learner needs, contributing to ~20% average increase in student performance between first assessment and midterm quiz.
* Manage marking of over 20 weekly assignments, host 2 bi-weekly tutorials, and hold 10 office hours per month by keeping a detailed weekly schedule and using the Pomodoro Technique.

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| **University of Toronto** Toronto, ON  Battery Engineering Research Intern Apr. 2023 – Sept. 2023  • Developed novel 3D printable bio-based Graphene Oxide (GO)/Cellulose Nanofibril (CNF) Triboelectric Nanogenerator with 26% greater voltage output compared to existing designs.  • Increased charge density by 300% through heterogenous doping with PEI-modified positively charged nanoscale diatomaceous frustules.  • Reduced GO using hydrazine monohydrate to increase conductivity by 10000% to 8860S/m.  • Collaborated with researchers to publish findings, currently under review at Adv. Functional Materials, IF 19.924.  **Mustard Seed Foundation**  Victoria, BC  Volunteer Food Bank Warehouse Manager Dec. 2018 – Jan. 2022  • Oversaw and directed new volunteers by assisting and teaching warehouse tasks.  • Operated warehouse machinery and coordinated volunteers to clean walk-in freezer.  • Recorded arrival of new goods and locations of where they were to be stored within the warehouse. |

## Extra / Co-curriculars

This section should be organized in a similar fashion to your Experience section. Each extra / co-curricular should appear chronologically (most to least recent). Make sure to include the title or role (if applicable), club or organization, city, dates of involvement, and key learning and achievements.

### Example:

**Computer Engineering Student Ambassador**  Sep. 2022 – Apr. 2023

University of Toronto, ON

* Represented the student body of the Electrical and Computer Engineering department at school events, including alumni talks and social networking events.
* Promoted the faculty’s programs at university fairs and during outreach programs scheduled throughout the year.

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| **VEX Robotics – *Language: C++, Libraries: PROS***  • Constructed robot using VEX components to compete in a challenge in a 2 vs. 2 format with both driver and autonomous modes.  • Adapted Okapi Chassis Model from PROS API library to calibrate X-drive robot chassis, enhancing odometry, PID, and Arena GPS accuracy by 26%, increasing robot maneuverability for driver and autonomous controls.  • Designed computer vision algorithm that utilized ultrasonic sensors and VEX vision sensor to calculate distance and position of red and blue balls on field with 96% accuracy, increasing autonomous skills score by 30 points.  • Used light sensors to compute ball speed and variably change motor rpm, reducing aim error by  Reversi Board Game AI – Language: C  • Designed an Anytime Alpha-Beta Pruning MiniMax Algo to play Reversi on an 8 x 8 board with search times <1 sec/move by reducing working set size and utilizing bit level encoding, resulting in an average search depth of 12.  • Refined scoring hash table, weighting and position stability parameters, beating “APS105 Smartest” AI 61 -3.  • Optimized heuristic, improving alpha-beta cutoff performance, reducing search times to 0.951s/move @depth 12.  • Ranked 13th out of 550 students in APS105. |

## Certifications & Trainings (Optional)

If you’ve completed or are working towards a certification / training, make sure to include the title of the certificate or training, date in which it was received (or “in progress”), and highlights or a summary (if applicable).

### Example:

**First Aid and CPR, WHMIS, and Fall Safety Awareness** (in progress) Jun. 2024 (expected)

Canadian Red Cross, Toronto, ON

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| N/A |

## Accomplishments & Awards (Optional)

Remember, certain awards and accomplishments may appear in other sections of your resume. For those that make sense to draw out separately, include them in this section. Make sure to include the title of the award, date in which it was received, the amount you received (if you won a scholarship or grant), and highlights or a summary of the selection criteria (if applicable).

### Example:

**Engineering Design Scholarship**  Feb. 2023

University of Toronto, Toronto, ON

* Awarded $10,000 for producing an innovative and original design, based on sound engineering and applied science principles.

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| N/A |

## Publications & Presentations (Optional)

When adding a publication or presentation, include the title, where it appeared, the month and year in which it appeared, and a link to publication (if applicable).

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| N/A |

## Professional References (Recommended)

Remember, professional references should not be included on your targeted resume. However, it may be helpful to list them on your master resume. Make sure to include your reference’s full name, position title and organization, relationship to you (e.g., supervisor, TA, coach, mentor, etc.), and preferred email address and / or phone number.

### Example:

Sandy Beech (direct supervisor)

Department Manager, Walmart

[sandy.bee@walmart.ca](mailto:sandy.bee@walmart.ca)

(416) 399-0001

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| Dr. Ning Yan (Research Supervisor)  Professor, University of Toronto  Ning.yan@mail.utoronto.ca |