==Template for Faculty of Engineering & Computer Science program==

==**Note:** Remember that this is a template. ONLY KEEP INFORMATION THAT APPLIES TO YOU AND REMOVE UNNECESSARY INFORMATION. Think about <u>what is most relevant and what adds value.</u> Remove all notes in bold and highlighted in pink.==

FIRST NAME LAST NAME

LinkedIn (create a custom profile URL & only include if just about complete)
•GitHub (hyperlink to share projects)

SUMMARY OF SKILLS AND QUALIFICATIONS

Operating Systems | Examples: Windows Vista •Windows 7• Windows 8 • Linux •Unix • Mobile

Applications | Examples: Microsoft Office: Word • Excel• PPT• Access • Eclipse• Visio

Programming| Examples: C++• C#• Java• JavaScript • Ruby • Haskell • Python (beginner) • PHP• JavaScript• Html• CSS• MATLAB •Revit

Platforms| This might include operating systems, mobile systems and software or hardware frameworks
Examples: **Oracle Database, LiveCode, SAP NetWeaver, Java platforms**

Methodologies| This might include business processes such as Lean Engineering/Manufacturing, Six Sigma, DMAIC, Agile and Scrum, Project Management, Kaizen or Continuous Improvement, Change Management

Other| Examples: AutoCAD • CATIA •SolidWorks • Visual Studio • GitHub • ETABS • 3D Modelling • YouTube

Languages | French|Spoken & Written • English|Spoken & Written • Other|

Licenses & Certifications| Valid driving permit • ASP-Construction – Health and Safety (2013), CPR (valid till 2015)

EDUCATION

Bachelor of Engineering – Building Engineering Co-op　　　　　　　　　**2015- 2019 (Expected)**
Concordia University, Montreal, QC
- Member of the Institute for Co-operative Education
- GPA 3.57/4.30 (optional)
- Relevant Courses: provide 2 or 3 relevant courses (course name not course number)

Mechanical Engineering (30 credits) (if for example you did not fully complete a program)　　**2014-2015**
Université de Montreal, Montreal, QC

DEC in Social Sciences　　　　　　　　　**2014**
Champlain College, St-Lambert, QC
- Honor Roll Student (2009,2010,2011)

PROJECTS (If you have no direct experience in your field begin with projects)

Name of Project/Topic (Personal or Academic)　　　　　　　　　**2015-present**
Concordia University, Montreal, QC
- Include 2-3 bullet points to describe the projects goals, how many people were involved, what you did and the results/outcomes of the project.
- Use action verbs to give your experience more impact
- <u>Simple formula</u>: Accomplished [X] as measured by [Y] by doing [Z]
- If you participated in a competition share what place you came in
- If your project is now being implemented or received recognition or an award than say that

CO-OP

UNIVERSITÉ
Concordia
UNIVERSITY

INSTITUTE FOR
CO-OPERATIVE EDUCATION

- Technical knowledge, programming applied or equipment used: This is a great place to highlight the technical knowledge applied to back up what you wrote in the bullets
- Think of class projects where you did some research, designed or worked in groups, Mini-Capstone or Capstone projects and projects you are working on through the associations/groups you belong to

Core Competencies: For example Critical thinking, Problem assessment and analysis, Adaptability

WORK EXPERIENCE (If you have related experience to your field then begin with work experience followed by your projects)

Position Title   **Sept 2014– present**
Name of Company or Organization, City, Province
- Include 3-5 bullet points to define industry specific and/or transferable skills used/or learned
- Use action verbs to give your experience more impact (present tense for current experience and past tense for past experience)
- <u>Simple formula</u>: Accomplished [X] as measured by [Y] by doing [Z]
- Start with an active verb, numerically measure what you accomplished, provide a baseline for comparison, and detail what you did to achieve your goal. Emphasize skills that will attract the employer (e.g.: leadership, initiative, research, technical applications, organization, and attention to detail)
- You may also include which technology was used, where and how these technical skills were applied

Core Competencies: Oral and written communication, decision-making, teamwork

AWARDS & DISTINCTIONS (If related to academics can include within the Education section)

Name of Award, Brief Description (if applicable)   **Sept 2015**
Name of Scholarship, Brief Description (if applicable)

PROFESSIONAL ASSOCIATIONS

Position Title/Member of   **Sept 2015– present**
Name of Association/Membership/Committee or Organization, City, Province
- Provide one or two bullets or simply list all the different organizations where you are/were involved
- Examples such as the associations you are involved in on Campus (see list for ENCS students here) or any others that you are a member of/involved in

VOLUNTEER WORK (this may be combined with Extra-Curricular Activities section)

Position Title   **Sept 2016**
Name of Organization, City, Province
- Provide one or two bullets showcasing your volunteer involvement. It is helpful for the reader to indicate dates where applicable to know whether this was done over time or whether it was for a one-time event

INTERESTS (Personalize this section to offer insight into your interests)

Experience Abroad   You might talk about your travels (2010)
Reading   You might talk about your particular interest in reading industry related books or something completely different
Sports   You might talk the sports you are involved in or competitions (2010, 2011, 2012)
Passions   You might talk about your areas of passion to showcase a bit of who are outside your educational and work-related experience.