

Elliot Engineer

613-111-1111

Python, Java | Game Development | Aspiring ()

your_info@uOttawa.ca

Address (optional), City, Province, Postal Code

Portfolio, blog, website, LinkedIn, GitHub (optional)

Commented [MJ1]: You can adapt this heading based on the industry you're targeting. The idea is to create a clear connection between you and the targeted industry desired and/or program of study.

Commented [MJ2]: Use your University of Ottawa email address.

Commented [MJ3]: LinkedIn shorter URL ex. linkedin.com/in/Elliot.Engineer

Commented [MJ4]: Include the most important points you want to highlight. They typically include education, relevant experience, soft skills, computer/technical skills and languages. Tailor points to the targeted industry desired and/or program of study.

SUMMARY OF QUALIFICATIONS

- Second-year software engineering CO-OP student at the University of Ottawa
- Over eight months' experience in software development in the IT sector
- Excellent communication and teamwork skills honed through two years of tutoring experience
- Research and analytical skills developed by working on group projects throughout bachelor's degree
- Member of the Engineering Students' Society
- Fluent in English and French; beginner's Spanish

EDUCATION

Bachelor of Applied Science, Software Engineering (CO-OP)

month year – present

University of Ottawa (Ottawa, ON)

- Expected graduation date: month year
- Relevant courses: Analysis and Design of User Interfaces, Software Construction
- Vice-president of Engineering Students' Society, University of Ottawa, ON (dates)
- Admission scholarship of \$10,000
- CGPA: 8.9/10

year – year

Commented [MJ5]: Include the important details of your education. You can also include relevant courses, projects or the title of your thesis (if applicable).

Commented [MJ6]: If you have multiple awards and achievements to showcase, you can add them in an optional section named "Awards and Achievements" at the end of the resumé (see optional sections for reference).

Commented [MJ7]: Adding your CGPA to your resumé is optional. Include only if impressive.

Commented [MJ8]: Choose three categories of skills relevant to the position you are seeking. Categories can include organizational, interpersonal, communication, customer service or technical skills. Include examples from your academic, extracurricular, work or volunteer experience. Include at least one soft skill in your categories.

Tips for writing bullet points:

- Use accomplishment-based statements to structure your bullet points, for example, projects completed in class and self-taught and learned.
- Use action verbs that demonstrate specific skill sets.
- Be consistent with your verb tenses and pay close attention to grammar and punctuation.

RELEVANT SKILLS

Engineering

- Acquired strong knowledge of wireless networking and wireless network protocols such as...
- Demonstrated proficiency in the use of...
- Executed tests and analyzed results for...

Technical

- File management systems design: file indexing, file compression, data buffering
- Operating systems: DOS, UNIX/Linux, Apple, Windows systems
- Programming languages: Assembly, C/C++, Java, Pascal
- Protocols: HTTP, SMTP, FTP, TCP, UDP, IP
- Web development: HTML, ASP, PHP, JSP, MySQL, AJAX, JQuery, CSS, JavaScript, Java Applets

Communication

- Prepared and delivered weekly project status presentations to upper management to ensure effective communication across departments
- Prepared meeting briefings for managers when meeting with clients
- Wrote multiple engineering and laboratory reports and reviewed formal engineering documents, including project proposals

Commented [MJ9]: This is an example of a soft skill.

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APPLIED PROJECTS (optional)

Commented [MJ10]: You can choose to include personal and academic projects related to your field of study.

- Worked as a member of a three-person team responsible for developing and implementing an online database for...
- Participated in a four-person team that implemented software techniques such as modular programming to study...

RELEVANT WORK EXPERIENCE

Commented [MJ11]: Relevant work experience includes all experience (paid or unpaid) related to your field of study. Ensure all experience is in reverse chronological order (most recent to oldest).

Web and Database Developer CO-OP month year – present
Organization, City, Province or Country (if abroad)

- Designed and implemented an online client database using HTML, Java Script and JSP, which resulted in a new, more effective client tracking system
- Met with private and public sector clients to assess their needs and solicit feedback on projects
- Collaborated with colleagues across departments as well as external service providers to ensure that projects were completed on time

Systems Analyst month year – month year
Organization, City, Province or Country (if abroad)

- Collected and compiled operations data to assist in preparing estimates, schedules, budgets and reports
- Developed maintenance and operating standards for systems and equipment
- Researched distribution network feasibility, design, operation and performance

OTHER EXPERIENCE

Commented [MJ12]: Include transferable skills when explaining your non-relevant tasks using indirect style (see Brightspace). Ensure all experiences are in reverse chronological order (most recent to oldest).

Sandwich Artist month year – present
Organization, City, Province or Country (if abroad)

- Prepared all sandwich ingredients, which includes washing, cutting, slicing, chopping, and grating ingredients according to established guidelines
- Demonstrated attention to detail when neatly preparing sandwiches according to customers' orders

VOLUNTEER EXPERIENCE (optional)

Commented [MJ13]: Use the same format and guidelines as for the "Work Experience" section above. You can omit this section if the content isn't relevant.
Title of volunteer position month year – present
Name of organization, City, Province

Volunteer Coordinator month year – month year
Organization, City, Province or Country (if abroad)

- Coordinated the environmental awareness program and promoted it via a website and social media
- Supervised first-year volunteers in their daily tasks to ensure a successful integration
- Organized and led weekly meetings for groups of over 20 volunteers and participants

TRAINING AND CERTIFICATIONS (optional)

Commented [MJ14]: Include any training or certifications relevant to the position you're seeking, in reverse chronological order.
Title, Organization, City, Province
CPR Level C, Canadian Red Cross, Ottawa, ON year

Microsoft Certificate Professional System Engineer (MCSE) year
Organization, City, Province or Country (if abroad)

EXTRA-CURRICULAR ACTIVITIES (optional)

Commented [MJ15]: Include sports, travel, hobbies, clubs, groups or professional association memberships, as well as volunteer experience (if not already included in the "Volunteer Experience" section). Activities listed should be current. Highlight extracurricular activities that demonstrate skills such as teamwork, leadership or time management.

Travel: Explored love of culture and travel through trips to Europe and Latin America
Sports: Captain of the _____ football team for three years (dates)