

Ethan Engineer

613-111-1111

Python, Java | Database 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/Ethan.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

- First year Master of Computer Science CO-OP student at the University of Ottawa
- Over four months' experience in web and database 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

Master of Computer Science (CO-OP) month year – present
University of Ottawa (Ottawa, ON)

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

Bachelor of Applied Science, Software Engineering year of graduation
Concordia University (Montreal, QC)

- 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 year – year
- CGPA: 8.9/10

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.

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...

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.

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

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.

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.

APPLIED PROJECTS (optional)

- 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...

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

RELEVANT WORK EXPERIENCE

Web and Database Developer 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

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).

OTHER EXPERIENCE

Sandwich Artist month year – present

Organization, City, Province or Country (if abroad)

- Prepared all sandwich ingredients, including washing, cutting, slicing, chopping and grating ingredients according to established guidelines
- Demonstrated attention to detail when neatly preparing sandwiches according to customers' orders
- Operated the cash register and explained menu options, further enhancing customer service skills

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).

VOLUNTEER EXPERIENCE (optional)

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

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

TRAINING AND CERTIFICATIONS (optional)

Microsoft Certificate Professional System Engineer (MCSE) year

Organization, City, Province or Country (if abroad)

SQL for Beginners: Learn SQL using MySQL and Database Design year

Organization, City, Province or Country (if abroad)

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

EXTRA-CURRICULAR ACTIVITIES (optional)

Hackathon: Awarded first place in national level online hackathon

Travel: Explored love of culture and travel through trips to Europe and Latin America

Sports: Captain of the _____ football team for three years (dates)

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.