

Resume Format Guide

UCN Centre for Career & Work-Integrated Learning



University College of the North
Centre for Career & Work-Integrated Learning

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What is a Resume and what content should it include?

A résumé is a document that summarizes your education, experiences, and competencies. It is designed to introduce you to an employer and highlight your qualifications for a specific job or type of work.

- ▶ Résumés are focused on non-academic work with an emphasis on related competencies (skills, knowledge and attributes)
- ▶ Résumés aim to summarize key information
- ▶ Résumés are generally 1 to 2 pages maximum

What is the purpose of a resume?

A résumé on its own won't get you a job—its purpose is to encourage an employer to consider you for an interview.

You can use a résumé in a number of different situations:

- ▶ Applying for work
- ▶ Networking with potential employers
- ▶ Applying for graduate school, co-op programs, internships, scholarships, etc.

What are the common resume formats?

There are three commonly used résumé formats to help you highlight your most relevant information:

- ▶ Chronological
- ▶ Functional
- ▶ Combination (functional and chronological)

What distinguishes these formats from one another is how your competencies and accomplishments are presented in the document. Competencies are described in ways that are:

Observable

Measurable

Linked to the workplace, academic environment and other life experiences

Transferable

Based on performance

Type 1: Chronological resume

The chronological resume is the most common type of resume format. Your experiences are listed in reverse chronological order, and a description of your accomplishments and competencies are listed directly under each position of your employment history.

**Using this format is useful if your most recent experience is closely related to your career goal or when your experiences show a pattern of growth and responsibility over time.

Advantages:

- It gives a clear profile of each separate experience
- It's the format preferred by most employers
- Its relatively easy to write

Disadvantages:

- Information is organized in a specific order rather than as it relates to your career goal
- If you have held similar positions, your resume may sound repetitive

Type 2: Functional resume

The functional resume is organized so that your competencies are separated from your chronological education and work history and they are organized into groups by thematic areas (such as communication, leadership, research, etc.). This resume style is useful when you are making a career shift, or when your most recent experiences are not related to your career goal.

Advantages:

- You can emphasize your skills most related to your career goals
- You can group your competencies and skills together to showcase what you have to offer, especially when you don't have recent work experience

Disadvantages:

- This resume style takes more work to create a good functional resume.
- Employers may not be able to identify which competencies/skills you used in which experience.

Type 3: Combination resume

As the name suggests, the combination resume format combines the functional and chronological format. It includes a competencies/skills section and also descriptive information under each position you have held.

Advantages:

- Your competencies are organized in an order that best relates to your career goal
- Employers have information about your responsibilities and accomplishments in each of your positions.

Disadvantages:

- This is the most complex format to put together
- It can become repetitive
- It can be difficult to keep to two pages.

Can you have a “general, one-size fits all resume”?

An effective resume that can fit all jobs is not possible. Different jobs require you to highlight different aspects of your experience. It is important to have a master resume that you can tailor for each job you apply to, but you should tweak each resume to match the skills outlined for each job.

An employer needs to see quickly and clearly how your background meets his or her needs for the particular work of a position.

A resume will change over time. It is important to keep it up-to-date and spend the necessary time to create a quality, professional document—remember, your resume is about you, but not for you!

What content should you include in your resume?

Resumes are organized into sections that describe your education, work and/or volunteer experiences, competencies, etc.

A general rule is to make sure that your most relevant information is towards the top of the resume. Another common practice is to list your experiences in reverse chronological order, so your most recent information is at the top of each section.

Employers rarely read a resume from beginning to end, spending 10-20 seconds making the initial assessment.

Required Information

- **Personal Contact Information:** this forms the header of your resume and includes your name, address, phone numbers and email. Make sure you have a professional email address and voicemail message.
- **Education:** this is a list of your educational credentials in reverse chronological order. For each credential, include the name of the degree/diploma/certificate, the institution and the year of completion for each of your credentials.

**Once you have a university/college credential, it is common practice to remove your high school diploma from you resume. However, if you have a unique high school experience that links to your career goal, you may want to include it.

- **Work experience:** this is a list of your work experiences in reverse chronological order. For each work experience include the position title, the name and location of the organization and the star and end dates for each of your experiences.

Depending on where you are in your career, you may want to edit your work history to include certain experiences. It is common to only go back ten years unless you have a good reason to include earlier positions.

- **Competencies:** competencies/accomplishments need to be embedded throughout different sections of your resume but presented in the context of your work and educational experiences.
- **References:** Your references are 3-4 people who know you, general from a work or educational setting, and who are willing to be contacted by a potential employer in order to comment on your contributions, personal quality and work ethic. Typically, references are former or current supervisors, professors/instructors and coaches. ** references must not include family or relatives. For each reference include:
 - Name, position title, organizational affiliation, location, phone number and email address.
 - Always ask permission to use a reference first.
 - Let them know about the kind of work you are applying for.
 - If possible, give them a copy of your resume and keep them updated on your work search progress.

Optional Information

- **Objective:** this is a brief statement at the beginning of your resume that focuses on how you can contribute to your field of practice and/or what your career goal is.
- **Professional profile/summary/Highlight of Qualifications:** this is a brief and very useful section at the beginning of your resume that includes four to six statements highlighting your key competencies and strengths.
- **Volunteer experience/community involvement:** Celebrate your volunteer experience and format it as you would your paid work.
- **Professional memberships or affiliations:** These are the professional associations you are a member of or informal professional groups in which you participate.
- **Additional training/Professional development:** These are courses or training programs you have taken in addition to your formal education.
- **Professional credentials/licenses:** These are the qualifications or credentials provided by professional groups following a training program or testing process (Class 5 Driver's License, CPR/First Aid Training).
- **Interests:** This is a brief statement at the end of your resume that lists interests, hobbies or activities** If you have interests that directly relate to your career goal and/or would support you as a candidate, it is appropriate to include interests on your resume.

What not to include:

Information including photos. Birth dates, social insurance numbers, marital status and number of children are not to be included on your resume.

Steps to Building Your Resume

1. Identify the Job Posting(s) of interest to you. Think about how your experiences relate to this career goal.
2. Choose your format that will best fit your needs and experiences.
3. Identify suitable references and prepare a reference list.
4. Decide on the style and layout of your resume.
5. Write a first draft.
6. Get feedback on your draft.
7. Write your final draft.

Resume Page Formatting

Your resume should be clean and easy to read.

Best Practices

- Keep your format simple.
- Don't include designs or art.
- Limited the length to one to two pages.

General Guidelines:

- Condense resume into one to two pages
- Ensure consistency throughout entire resume (headings, font size, etc)
- Use Size 12 font size
- Format margins to no less than 0.5" on each side
- Include ample white space
- Use one format throughout your resume when referencing dates
- Use the same basic bullet point through the entire resume
- Avoid putting everything in bold and italics. Put **ORGANIZATIONAL** names in bold caps and **job titles** in bold lowercase (and do the same for **EDUCATION** and **degrees** respectively).
- Do not list salary expectations, benefits, vacation, travel or hour restrictions
- Put references on a separate page
- Use periods at the end of each bullet or do not use they—the key is to be consistent
- For contact details, put your position at the top and you have the option to bold and capitalize your name to make it stand out. Use the same header on your resume and cover letter.

Chronological Resume Template

Source: University of Victoria. (2011). Chronological resume template. Retrieved from: https://www.uvic.ca/coopandcareer/assets/docs/student-docs/curriculum-material/apply-for-jobs/resumes/Resume_template_chronological.pdf



RÉSUMÉ TEMPLATE: CHRONOLOGICAL

Your name
Your address

Your contact information

Give your name prominence by using bolding and a bigger font. Include your phone and cell as well as a professional sounding email.

OBJECTIVE: A description of the type of position you are seeking and the skills you will use.

PROFESSIONAL PROFILE

- number of months/years experience in a related position or field
- related education, training and/or certification
- two or three of your strongest related skill or knowledge areas
- a strong and relevant accomplishment
- a short list of relevant technical/computer skills
- two or three of your strongest related attributes

This is an optional section. If you use it be specific about the type of work this résumé is focused on.

This is an optional section, but it can be a great way to focus the reader on your most important qualifications. Include four to six points.

EDUCATION

Degree

Name of institution. Location (city)

Date of graduation

- relevant courses: a list of 4 to six courses that relate to your objective
- accomplishment statement
- accomplishment statement
- accomplishment statement

Left-hand justify and bold important information such as your degree or position titles.

Put your education near the top of the résumé when it is relevant for the job. Include descriptive accomplishment statements for each degree or program you list and consider adding a short list of relevant courses. Once you have started your degree, it's common to remove high school.

RELEVANT WORK EXPERIENCE

Position title

Name of organization, location (city)

Start date - end date

- accomplishment statement
- accomplishment statement
- accomplishment statement

List your relevant work experiences in reverse chronological order.

Include start and end months in your dates.

Position title

Name of organization, location (city)

Start date - end date

- accomplishment statement
- accomplishment statement
- accomplishment statement

Include two to six descriptive accomplishment statements for each experience. Quantify your statements to give the hiring manager a sense of the depth and breadth of your experience. Instead of listing duties, use action verbs to describe accomplishments that are relevant to your objective.



RÉSUMÉ TEMPLATE: CHRONOLOGICAL

Your name Put your name and "page 2" in the header of the second page. page 2

ADDITIONAL WORK EXPERIENCE List your work experiences that are not included in the relevant experience section. Only include accomplishment statements if they are relevant to your

Position title Start date - end date
 Name of organization, location (city)

Position title Start date - end date
 Name of organization, location (city)

COMMUNITY INVOLVEMENT List your volunteer/community experiences in reverse chronological order. If the experiences have relevance to your objective, include accomplishment statements.

Position title Start date - end date
 Name of organization, location (city)

- accomplishment statement
- accomplishment statement
- accomplishment statement

Include start and end months in your dates. Start date - end date

Position title Start date - end date
 Name of organization, location (city)

- accomplishment statement
- accomplishment statement

INTERESTS This is an optional section. Highlight interests and activities that relate to your objective but also feel free to add other less related interests. Keep this section short – one or two lines.

- A list of three to six interests or activities

REFERENCES You can include your references or have the statement "References available on request". If the names of your references will be known to the reader and add to your credibility, you may want to include them. If you do not want to distribute your references contact information too widely, you may want to keep them as on a separate document and provide them when requested.

Name of reference, position You can include your references or have the statement "References available on request". If the names of your references will be known to the reader and add to your credibility, you may want to include them. If you do not want to distribute your references contact information too widely, you may want to keep them as on a separate document and provide them when requested.
 Organization, location (city)
 Phone number
 Email

Name of reference, position Your references should be three to four people who know you well from work, education or volunteer experiences. Work references are often the best. Make sure to ask permission before you list someone as a reference.
 Organization, location (city)
 Phone number
 Email

Functional Resume Template

Source: University of Victoria. (2011). *Functional resume template*. Retrieved from:

https://www.uvic.ca/coopandcareer/assets/docs/student-docs/curriculum-material/apply-for-jobs/resumes/Resume_template_functional.pdf



RESOURCE TYPE: Sample
KIT TYPE: Tool kit

RÉSUMÉ TEMPLATE: FUNCTIONAL

Your name
Your address

Give your name prominence by using bolding and a bigger font. Include your phone and cell as well as a professional sounding email.

Your contact information

OBJECTIVE: A description of the type of position you are seeking and perhaps the key types of skills you see yourself using

This is an optional section. If you use it be specific about the type of work this résumé is focused on.

PROFESSIONAL PROFILE

- # of months/years experience in a related position or field
- Related education, training and/or certification
- 2 or 3 of your strongest related skill or knowledge areas
- A strong and relevant accomplishment
- A short list of relevant technical/computer skills
- 2 or 3 of your strongest related attributes

EDUCATION

Degree
Name of institution, location (city)

Left-hand justify and bold important information such as your degree or position titles.

This is an optional section, but it can be a great way to focus the reader on your most important qualifications. Include four to six points.

Date of graduation

- Relevant courses: a list of 4 to six courses that relate to your objective

RELEVANT SKILLS

Skill type

- Accomplishment statement
- Accomplishment statement
- Accomplishment statement

Put your education near the top of the résumé when it is relevant for the work you are seeking. Consider adding a short list of relevant courses. Once you have started your degree, it's common to remove high school.

Skill type

- Accomplishment statement
- Accomplishment statement
- Accomplishment statement

This is the heart of a skills-based résumé. Include descriptive accomplishment statements from your education, work and volunteer experiences. Whenever possible, quantify your statements to give the hiring manager a sense of the depth and breadth of your experience. Instead of listing duties, use action verbs to describe accomplishments that are relevant to your objective. Group your statements into three or four subsections that are relevant to your objective. Ensure that it is clear which experience each statement connects to.

Skill type

- Accomplishment statement
- Accomplishment statement
- Accomplishment statement

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RÉSUMÉ TEMPLATE: FUNCTIONAL

Your name Put your name and "page 2" in the header of the second page. page 2

WORK EXPERIENCE List your experiences in reverse chronological order. On a skills-based résumé, do not include accomplishment statements here.

Position title Start date - end date
Name of organization, location (city)

Include start and end months in your dates. Start date - end date

Position title Start date - end date
Name of organization, location (city)

Position title Start date - end date
Name of organization, location (city)

Position title Start date - end date
Name of organization, location (city)

COMMUNITY INVOLVEMENT List your volunteer/community experiences in reverse chronological order. On a skills-based résumé, do not include accomplishment statements here.

Position title Start date - end date
Name of organization, location (city)

Include start and end months in your dates. Start date - end date

Position title Start date - end date
Name of organization, location (city)

Position title Start date - end date
Name of organization, location (city)

INTERESTS This is an optional section. Highlight interests and activities that relate to your objective but also feel free to add other less related interests. Keep this section short – one or two lines.

- A list of three to six interests or activities

REFERENCES You can include your references or have the statement "References available on request". If the names of your references will be known to the reader and add to your credibility, you may want to include them. If you do not want to distribute your references contact information too widely, you may want to keep them as on a separate document and provide them when requested.

Name of reference, position Start date - end date
Organization, location (city)
Phone number
Email

Name of reference, position
Organization, location (city)
Phone number
Email

Your references should be three to four people who know you well from work, education or volunteer experiences. Work references are often the best. Make sure to ask permission before you list someone as a reference.



Combination Resume Template

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https://www.uvic.ca/coopandcareer/assets/docs/student-docs/curriculum-material/apply-for-jobs/resumes/Resume_template_combination.pdf



RÉSUMÉ TEMPLATE: COMBINATION

Your name
Your address

Your contact information

OBJECTIVE: A description of the type of position you are seeking and perhaps the key types of skills you see yourself using

PROFESSIONAL PROFILE

- # of months/years experience in a related position or field
- Related education, training and/or certification
- 2 or 3 of your strongest related competency areas
- A short list of relevant technical/computer skills
- 2 or 3 of your strongest related attributes

EDUCATION

Degree
Name of institution, location (city)
Date of graduation

- Relevant courses: a list of 4 to six courses that relate to your objective
- Accomplishment statement
- Accomplishment statement
- Accomplishment statement

RELEVANT COMPETENCIES

Competency type

- Accomplishment statement
- Accomplishment statement
- Accomplishment statement

Competency type

- Accomplishment statement
- Accomplishment statement
- Accomplishment statement

Competency type

- Accomplishment statement
- Accomplishment statement
- Accomplishment statement

Give your name prominence by using bolding and a bigger font. Include your phone and cell as well as a professional sounding email.

This is an optional section. If you use it be specific about the type of work this resume is focused on.

This is an optional section, but it can be a great way to focus the reader on your most important qualifications. Include four to six points.

Left-hand justify and bold important information such as your degree or position titles.

Put your education near the top of the résumé when it is relevant for the work you are seeking. Include descriptive accomplishment statements for each degree or program you list and consider adding a short list of relevant courses. Once you have started your degree, it's common to remove high school.

This section includes descriptive accomplishment statements from your education, work and volunteer experiences. Whenever possible, quantify your statements to give the hiring manager a sense of the depth and breadth of your experience. Instead of listing duties, use action verbs to describe accomplishments that are relevant to your objective. Group your statements into three or four subsections that are relevant to your objective.



RÉSUMÉ TEMPLATE: COMBINATION

Your name Put your name and "page 2" in the header of the second page. page 2

WORK EXPERIENCE

Position title Start date - end date
 Name of organization, location (city)
 • Accomplishment statement
 • Accomplishment statement List your relevant work experiences in reverse chronological order.

Position title Start date - end date
 Name of organization, location (city)
 • Accomplishment statement
 • Accomplishment statement

Position title Start date - end date
 Name of organization, location (city)
 • Accomplishment statement Include accomplishment statements that provide relevant information without repeating statements from your competencies section.
 • Accomplishment statement

Position title Start date - end date
 Name of organization, location (city)
 • Accomplishment statement
 • Accomplishment statement List your volunteer/community experiences in reverse chronological order.

COMMUNITY INVOLVEMENT

Position title Start date - end date
 Name of organization, location (city)
 • Accomplishment statement
 • Accomplishment statement Include start and end months in your dates.

Position title Start date - end date
 Name of organization, location (city)
 • Accomplishment statement
 • Accomplishment statement

REFERENCES

Name of reference, position
 Organization, location (city)
 Phone number
 Email

Name of reference, position
 Organization, Location (city)
 Phone number
 email

You can include your references or have the statement "References available on request". If the names of your references will be known to the reader and add to your credibility, you may want to include them. If you do not want to distribute your references contact information too widely, you may want to keep them as on a separate document and provide them when requested.

Your references should be three to four people who know you well from work, education or volunteer experiences. Work references are often the best. Make sure to ask permission before you list someone as a reference.

Chronological Resume Samples

Source: The Purdue Owl. (2019). Chronological resume sample. Retrieved from:
https://owl.purdue.edu/owl/job_search_writing/resumes_and_vitas/sample_resumes/chronological_resume_sample.html

Chronological Résumé. Copyright The Purdue OWL.

DAVID ALLAN TAYLOR

Home Address:
230 South Boilermaker St.
West Lafayette, IN 47906
(765) 555-5555

Work Address:
1021 Melrose Place
Anderson, IN 46011
(765) 555-5555
boiler@purdue.edu

Career Objective

A career in landscape design with emphasis on housing and real estate development

Education

Purdue University
Bachelor of Science in Landscape Architecture Candidate May 2010
Grade Point Average 5.46 on 6.00 scale

Work Experience

Selig Landscaping, 123 St. Rd 36, Indianapolis, IN
May 2010 - August 2010

- Drafted planting designs for commercial and residential projects
- Figured cost estimates for subcontractor bidding
- Installed landscape designs and plant materials

Philip L. Strock Residence, 1018 N Notting Ave., Anderson, IN
May 2009 - August 2009

- Drafted residential planting designs
- Installed landscape plans

Indianapolis Museum of Art, 123 W 1st St., Indianapolis, IN
May 2008 - August 2008

- Maintained the landscape of the Lily Mansion and Art Museum
- Worked in turf maintenance, tree pruning, and shrub care

TGZ Interiors, 11 E 23rd St., Anderson, IN
Summers 2007, 2006, 2005

- Waited on clients
- Received and priced inventory

Honors and Activities

Sigma Lambda Alpha - Landscape Architecture Honorary
Pi Alpha Xi - Horticulture Honorary
Dean's List - Fall 2009, Fall 2008, Spring 2007

Chronological Résumé. Copyright The Purdue OWL.



Source: University of Victoria. (2017). Chronological resume sample. Retrieved from: https://www.uvic.ca/coopandcareer/assets/docs/student-docs/curriculum-material/apply-for-jobs/resumes/sample-resumes/English_resume_fourth_year_chronological.pdf

RÉSUMÉ SAMPLE (CHRONOLOGICAL)

CO-OP + CAREER

ENGLISH (FOURTH YEAR)

Edward Collins

*communicator, writer, reader
organizer & team player*

Email: ecollins@uvic.ca
Phone: 250-677-8976
Media: [linkedin.com/in/ecollins](https://www.linkedin.com/in/ecollins)

PROFILE

- Experienced in creating dynamic web content and user based web design
- Team player with excellent written and verbal communication, interpersonal and research skills
- Thrives in results oriented, independent, fast paced, demanding and team environments
- Experienced in SharePoint, Cascade, Adobe Creative Suite, CorelDRAW and MS Office

EDUCATION

Bachelor of Arts, English Major, Professional Writing Minor, Co-operative Education
University of Victoria September 2008— August 2014

- Relevant courses: Copyediting, Visual Rhetoric, Report Writing, Computer Communications

PROFESSIONAL EXPERIENCE

Technical Writer/Web Co-ordinator, Co-op

BC Ministry of Social Development

January 2014— August 2014

- Enhanced ministry internal communications and service delivery by creating clear engaging online content
- Promoted mine safety by collaboratively organizing the 2014 Ministry Awards
- Effectively reported to a Senior Policy Analyst and assisted with various web and technical writing requests
- Enhanced time management skills by working on multiple projects with fixed deadlines

Web Content Contractor

March 2014— present

University of Victoria Student Affairs

- Created user based web content for new UVic Student Mental Health website
- Collaborated with managers and staff to create an effective information based website
- Maintained standard look and feel by following UVic style guide, best practices and a template
- Effectively worked remotely, met deadlines and accurately tracked project hours

Web Content Writer, Co-op

May 2013— August 2013

University of Victoria Information Access

- Collaborated with Communications Officer on multiple community engagement efforts
- Enhanced website usability by reviewing and maintaining existing web content
- Established visual uniformity by developing a photo gallery for content editor use
- Maintained consistency by writing plain language best practices for 30 staff members
- Ensured seamless user experience by consulting regularly with website committee

Publication Assistant

January 2013— April 2013

UVic Communications, The Ring newspaper

- Independently uploaded content to The Ring website by using strong CMS skills
- Published multiple articles by utilizing copyediting skills and working with the editor
- Informed UVic community members by writing articles for print and web publication

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Summer Student, Research Accounting, Co-op

April 2012—August 2012

University of Alberta

- Assisted reception by handling a high volume of departmental filing on a daily basis
- Accurately input financial data and journal vouchers into PeopleSoft software
- Sustained a steady workflow by providing consistent support to account administrators
- Diligently set up new research projects including scholarships and awards
- Collaborated with Project Administrators on fiscal year end financial statements

Project Assistant, Financial Services, Co-op

May 2011—September 2011

University of Alberta

- Analyzed budget data for financial reporting to university stakeholders using MS Excel
- Contributed to a university wide system update by exhibiting project management skills
- Upheld project timeline by working as a self-directed resource for finance department

CUSTOMER SERVICE EXPERIENCE

Barista, Good Earth Coffeehouse Uptown, Victoria

March 2013—April 2013

Barista, Moka House Admirals Walk Mall, Victoria

September 2011—April 2012

Barista, Second Cup Royal Oak, Calgary

April 2011—December 2011

Supervisor, Marble Slab Creamery Crowfoot, Calgary

April 2007—January 2011

- Organized work events and generated enthusiasm and group cohesion with ease
- Adapted to an evolving workplace by seeking input from managers when necessary
- Exhibited communication and management skills while training first time employees
- Displayed planning and organization skills by writing day plans and coordinating breaks

COMMUNITY INVOLVEMENT

HFPW Co-op Student Representative

September 2013— May 2014

University of Victoria Co-op and Career Services

- Mentored new students and promoted HFPW Co-op activities throughout 2013-14 terms
- Represented Humanities, Fine Arts and Professional Writing (HFPW) Co-op to the faculty co-op and career committee

Volunteer

September 2012—April 2012

UVic Martlet

- Encouraged student involvement and awareness by speaking to prospective volunteers

Server

The Mustard Seed, Victoria

September 2010—present

Calgary Drop-In and Rehab Centre

December 2007—December 2010

- Connected with the homeless communities in Calgary and Victoria while serving meals

Functional Resume Sample

Source: University of Victoria. (2017). Functional resume sample. Retrieved from:
https://www.uvic.ca/coopandcareer/assets/docs/student-docs/curriculum-material/apply-for-jobs/resumes/sample-resumes/RHED_resume_third_year_functional.pdf

RÉSUMÉ SAMPLE (FUNCTIONAL)

CO-OP CAREER

RECREATION AND HEALTH EDUCATION (THIRD YEAR)

Joanne Smith

E-mail: joanneishere@uvic.ca
888 Leisure Lane
Victoria, BC Canada, V8X 1N1
Phone: (250) 555-5555 Cell: (888) 555-5555

EDUCATION

Bachelor of Arts, Recreation & Health Education

3rd year, University of Victoria Sept 2011 – Present
Relevant course work: Program Planning, Leadership, Community & Population Health
Understand the importance of listening to client needs and assisting in the development of programs and services that best meet their goals.

PROFESSIONAL PROFILE

- four years experience in working with children, youth and outdoor activities
- work well in structured and unstructured settings, alone and as an active team member
- able to coordinate, lead, monitor and evaluate programs and services
- comfortable with all Microsoft Office 2011 programs, Publisher, SPSS and inVivo

RELEVANT COMPETENCIES

Interpersonal

- easily develop rapport with people from various backgrounds and levels of responsibility
- effective at finding common ground and providing empathy
- demonstrate sound judgment and initiative

Leadership Skills

- comfortable obtaining feedback and seek input from supervisor and others
- work independently with minimal supervision and effectively as a team member
- generate enthusiasm and group cohesion with ease

Communication

- comfortable in welcoming participants and connecting them to community
- excellent written and oral communication abilities
- effective public speaking abilities

Research and Technical

- experience compiling and summarizing quantitative and qualitative information
- above average attention to detail and accuracy of information
- comfortable with all Microsoft Office 2011 programs, Publisher, SPSS and inVivo
- experienced in record-keeping, filing, and writing professional invoices
- able to create professional presentations, comfortable command of colour, shape and balance

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CERTIFICATIONS / ADDITIONAL SKILLS

- St. John's Ambulance, Standard First Aid & CPR "C" (expires July 2013)
- BC Class 4 Driver's License
- conversational – level Spanish

RELEVANT WORK EXPERIENCE

Evaluation Coordinator <i>University of Victoria, Healthy Food and Beverage Sales Project</i>	Jun 2011 – Present
Active Transportation Research & Teen Leader <i>Esquimalt Parks & Recreation</i>	Sept 2010 – Dec 2010
Fitness Technician <i>Curves International</i>	Jan 2010 – Apr 2010
Summer Program Director <i>Camp Columbia, Thetis Island</i>	May 2009 – Aug 2009
Office Assistant <i>Victoria Design Ltd.</i>	Jul 2006 – Aug 2008

ACADEMIC ACHIEVEMENTS AND AWARDS

University of Victoria President's Scholarship, 2010–2011
XXYY Scholarship Nominee, 2009

COMMUNITY INVOLVEMENT

- Recreation & Health Education Representative, UVic Physical Education Student Society, 2009-11
- Campus Tour Guide– New Student Orientation Program, UVic Transition Services, 2010
- Outdoor Hike Leader and Event Coordinator, 2010-11
- Volunteer for Annual Symposium, BC Recreation & Paingrks Association May 2011
- Event Volunteer, Operation Track Shoes, University of Victoria Jun 2008 – Jun 2011
- Leisure Assistant Volunteer, Recreation Integration Victoria Oct 2008 – Dec 2010
- Living Waters International's volunteer trip, Guatemala, 2009
- Developed 'Clothing Exchange for Global Change' fundraiser event for UNICEF, 2008
- Independently backpacked for eight weeks through Western Europe, 2008

ADDITIONAL INTERESTS

I enjoy cycling, hiking, art, international travel, and spending time in the outdoors.
I aspire to be a well-traveled, well-educated, and healthy individual and an engaged and caring citizen of my local and global communities.

REFERENCES

AVAILABLE UPON REQUEST

Combination Resume Sample

Source: University of Victoria. (2017). Combination resume sample. Retrieved from:
https://www.uvic.ca/coopandcareer/assets/docs/student-docs/curriculum-material/apply-for-jobs/resumes/sample-resumes/Electrical_Engineering_resume_third%20year_combination.pdf

RÉSUMÉ SAMPLE (COMBINATION)

CO-OP + CAREER

ELECTRICAL ENGINEERING (THIRD YEAR)

JOEL MARCHAND

EMAIL: JMAR@sampleUVIC.CA
222,85 COURTNEY St
CALGARY, ALBERTA CANADA, T2H 3V3
PHONE: 555-555-5555

EDUCATION

Bachelor of Electrical Engineering University of Victoria Victoria, BC	Jan 2010 – Present
Electrical Engineering Technology Diploma Southern Alberta Institute of Technology Calgary, AB G.P.A. – 3.85/4.00	Sep 2008 – Apr 2009

TECHNICAL SKILLS

Electronics & Electrical

- Analog/Digital circuit design, analysis & assembly
- Digital signal processing
- PID Controls
- Canadian Electrical Code
- Single phase & three phase Wye & Delta circuit analysis
- Power factor correction

Computer & Database

- Programming and design software AutoCad, ProCad (AutoElectric), Matlab, Eclipse, RSLogix5,
- RSLinx, ETAP, PSpice, MultiSim, Substation Explorer, ASE2000
- Word, Excel, Powerpoint
- JAVA coding

Lab Research

- Three phase induction & synchronous machines
- Motor control using VFD's
- Advanced PLC programming & process control
- Utility & industrial power system applications: transformer, relay & switchgear coordination
- DNP3 & ModBus communication protocols

TECHNICAL PROJECTS

Calculated a bill of materials for an uninterrupted Power Supply Design for Foothills Hospital
Designed an upgraded HVAC power installation to support the hospital's recent expansion
Detailed the required procedure in selecting effective heat trace design to protect pipelines

WORK EXPERIENCE

Engineering Summer Student MacSpark Electrical & Instrumentation Calgary, AB <i>Responsibilities:</i> <ul style="list-style-type: none">• Assisted in design of well pads for Exxon's Oilfield development• Completed material estimates and purchase orders• Built technical engineering spreadsheets• Categorized project documentation for client deliverables	May 2010 – Sep 2010
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University College of the North
Centre for Career & Work-Integrated Learning

Jones Fire Service
Calgary, AB

Responsibilities:

- Tested and serviced fire alarm systems
- Verified new alarm installations
- Programmed alarm panels
- Repaired fire alarm device deficiencies
- Completed preventative maintenance reports

Pipefitter's Assistant

May 2004 – Sep 2004

Konnex Pipelines
Calgary, AB

Responsibilities:

- Installed underground electrical wiring, communication cable and gas piping
- Followed wiring and piping design schematics
- Prepared residential transformer and communication service pedestals

AWARDS

Dean's Entrance Award <i>University of Victoria</i>	2010
Dean's Honor Roll <i>Camosun College</i>	2009
Graduation with Honors <i>Camosun College</i>	2009

ACTIVITIES & INTERESTS

I have been an athlete since childhood and have played competitive level baseball for most of my adult life. In my spare time I enjoy the outdoors and stay active with weight training, golfing, and snowboarding. I also like to keep myself current with advances in the electrical engineering field by reading trade publications and journals.

REFERENCES

-
1. Tom Jones
Owner - Jones Fire Service
Calgary, AB
403-555-5555
tjones@jonesfire.ca
 2. Brad Sievwright
Foreman - Konnox Pipelines
Calgary, AB
403-555-5555
bsiev@konnox.ca
 3. George Foreman
Coach – Calgary Braves Baseball
403-555-5555
gforman@braves.ca

Sources

- The Purdue Owl. (2019). Chronological resume sample. Retrieved from:
https://owl.purdue.edu/owl/job_search_writing/resumes_and_vitas/sample_resumes/chronological_resume_sample.html
- University of Victoria. (2011). *Chronological resume template*. Retrieved from:
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https://www.uvic.ca/coopandcareer/assets/docs/student-docs/curriculum-material/apply-for-jobs/resumes/sample-resumes/English_resume_fourth_year_chronological.pdf
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- University of Victoria. (2011). *Functional resume template*. Retrieved from:
https://www.uvic.ca/coopandcareer/assets/docs/student-docs/curriculum-material/apply-for-jobs/resumes/Resume_template_functional.pdf
- University of Victoria. (2017). Functional resume sample. Retrieved from:
https://www.uvic.ca/coopandcareer/assets/docs/student-docs/curriculum-material/apply-for-jobs/resumes/sample-resumes/RHED_resume_third_year_functional.pdf
- University of Victoria. (2011). *What is a resume and what content should it include*. Retrieved from:
https://www.uvic.ca/coopandcareer/assets/docs/student-docs/competencies/How_to_express_your_competencies_infosheet.pdf
- Yale University. (2016). Resume Formatting. Retrieved from:
https://your.yale.edu/sites/default/files/guide_to_writing_a_winning_resume_0.pdf