

First and Last Name

Home Address | Telephone Number | Email | LinkedIn or GitHub URL (if available)

PROFESSIONAL SUMMARY/OBJECTIVE: A brief statement summarizing your experience, skills, and career goals. Use this section to capture the attention of the reader and highlight your key qualifications.

SKILLS: Highlight your relevant skills, both technical and soft skills, that are applicable to the position you are targeting. This section can be presented as a bulleted list or grouped into categories.

EDUCATION: List your educational background, including degrees, certifications, and relevant coursework. This section can include honors, awards, or scholarships you've received.

ENGINEERING EXPERIENCE: Detail your work experience, highlighting engineering-related roles and responsibilities. Showcase how you contributed to the success of projects and teams.

WORK EXPERIENCE (Other non-engineering related roles)

Detail your work experience, roles, and responsibilities. Showcase your soft skills to the employer.

ACADEMIC PROJECTS: Include a section highlighting significant engineering projects you've worked on during your undergraduate studies. This can include design projects, course projects/labs.

Additional Sections (optional): Depending on your experiences and the position you're applying for; you may include additional sections such as:

ACHIEVEMENTS OR ACCOMPLISHMENTS: Mention any notable achievements, honors, or awards you've received in your academic, personal or professional career. This section can provide additional evidence of your capabilities and set you apart from other candidates.

CERTIFICATIONS AND TRAINING: List any relevant certifications or professional development courses you have completed.

VOLUNTEER EXPERIENCE: Highlight any volunteer work or community involvement that showcases your values and character.

EXTRACURRICULAR ACTIVITIES: Include involvement in engineering clubs, volunteer work, or other relevant activities.

Points to Remember:

- ❖ 3 - 5 bullets (always lead with action verbs, past/present tense)
- ❖ No sentences/periods; only bullets
- ❖ 11-12 font
- ❖ Be specific (relate to position/employer applying to)
- ❖ Main Headers always in BOLD & CAPITALIZED; Sub Headings (if used) always Bold & Lower Case
- ❖ Chronological Order by most recent experience in each section
- ❖ Resumes should ALWAYS be customized to the position you are applying for - everything included should

Sally Mustang

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SUMMARY OF QUALIFICATIONS

- Skilled Construction Project Manager with 3 years of experience developing thorough plans and efficient strategies to accomplish large-scale projects.
- Knowledge of ETABS, AutoCAD, REVIT, SAP 2000, S-Concrete, Concise Beam, and Response 2000
- Excellent leadership and teamwork skills developed through various group projects and community leadership involvements.
- Strong analytical, technical, and problem-solving skills acquired through lab work, projects and previous work experiences
- Customer oriented, quick-thinking leader with demonstrated ability to thrive in fast paced environments while adhering to deadlines and business goals

EDUCATION

Master of Civil and Environmental Engineering Sept 2021 - Dec 2022
Western University, London, ON

Bachelor of Engineering, Civil Engineering Sept 2017 – May 2021
Western University, London, ON

- GPA 4.5

WORK EXPERIENCE

Process Engineering Student May 2022 – Aug 2022
Canadian General Tower, Cambridge, Ontario

- Assessed process and identified 3 key areas of improvement to decrease downtime
- Documented new area work instruction and trained over 30+ operators on the process

Design Engineer Intern Jan 2022 – Apr 2022
Formula One Team, London, Ontario

- Designed lighting circuits in 2 current projects using AutoDesk, AutoCAD, and Revit

Customer Service Representative Sept 2018 - Aug 2020
Burger King, London, Ontario

- Greeted 100 + customers each day in a polite and courteous manner
- Demonstrated strong time management skills by efficiently delivering orders to customers

ACADEMIC PROJECTS

Mechanical Gripper Design Sept 2021 – Dec 2021
Western University

- Designed using SolidWorks a gripper mechanism and successfully ran motion analysis
- Collaborated as a team of 3 to plan the design of each component of the gripper

Concrete Mix Design Project Sept 2021 – Dec 2021
Western University

- Designed, casted, and cured concrete based on the CSA standards and specifications
- Conducted flexure, split cylinder, and compression tests to compare theoretical and experimental values
- Demonstrated leadership skills by consolidating and formatting a 90-page report that summarized the procedures and findings of the project