

Revise for each application. Change the structure and headings to present your relevant projects and work experience.

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Margins: 1" (2.54 cm) margins all around.

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Job Scam Protection: Concerned? Give a cell number, email address and/or LinkedIn invitation.

Profile

Other Headings: Qualifications Summary; no heading

Results-driven _____ with _____ years of experience developing and managing _____ seeking position as _____. Expertise in _____. Oversaw development and implementation of _____. Negotiated long-term \$_____ million contract between _____. Published XX articles in top industry journals. Recipient of XX industry and XX research awards. Extensive experience in all phases of _____:

Multi-Site Operations, Research and Development, Total Quality Management, Intercultural Team Leadership, Contract Management and Negotiations, Design Team Coordination, Process Optimization

Keyword Summary: Expertise related to the position.

Professional Achievements

Other Headings: Relevant Experience; Career Achievements; no heading

Management: National & International Operations

- Spearheaded expansion of operations to _____
- Managed annual \$_____ million budget for _____
- Expanded client base by _____%, generating additional \$_____ million revenue
- Directed planning initiatives with _____ regional managers to establish _____
- Over 5 years _____
- Achieved _____

Option: Delete this section. Include in the above Profile section.

Prioritize Page 1: Analyze each position. Identify the most important requirements and address them on Page 1 (e.g., work, project management and/or research experience).

Projects, Research & Development

ABC Company, Location, Date

Other Headings: Projects; Relevant Projects; Major Projects; Research & Development

Project: "Title"

- Budget: \$_____
- Describe project and your role
- Results: _____

Change Structure & Sections: If have an impressive record of relevant work experience, place "Professional Experience" after the "Profile" section on Page 1.

XYZ Company, Location, Date

Project: "Title"

- Budget: \$_____
- Describe project and your role
- Results: _____

Highlight your relevant projects and research. Describe your role in completing them.

University of Regina, Location, Date

Dissertation: "Title" (abstract attachment 1)

- Briefly describe your research
- Results: _____

When relevant, add attachments to provide more detail.

Master's Thesis: "Title" (abstract attachment 2)

- Briefly describe your research
- Results: _____

Publications (selected, attachment 3)

- "Title"
- "Title"

Customize Each Resume: Identify the specific requirements of each position. Sort them into categories and name (headings). For each category, use keywords from the job posting to describe your related knowledge, skills and experience. Highlight your results with some statistics, details and examples.

Other Headings: Career Experience; Work Experience; Career History

Professional Experience

Option: Move "Professional Experience" to Page 1. Include details for each position.

Vice President Research and Development

200X – present

Centrex International, Location

- Direct _____
- Led _____

Option: If you highlight achievements *with* descriptive details on Page 1, avoid redundancy on Page 2—simply list positions *without* the details.

Project Manager

20XX – 20XX

Innovation Central, Location

- Spearheaded _____
- Oversaw _____

Highlight Results: Provide evidence of success. Include some statistics, details and examples:

- Increased revenues by ___%
- Oversaw 12 departments with 100+ staff

Manager

20XX – 20XX

Riverdale Resource Development, Location

- Supervised _____
- Improved _____

Industrial Engineer

20XX – 20XX

Fairview Project Management, Location

- Evaluated and proposed _____
- Performed _____

Education & Certifications

PhD in Engineering

20XX – present

University of Regina, Regina, SK

(expected graduation June 20XX)

Masters of Engineering – Process Systems Engineering

20XX

University of Regina, Regina, SK

Bachelor of Engineering – Industrial

20XX

University of Regina, Regina, SK

Certifications

- P. Eng. (License # XXX), Association of Professional of Saskatchewan
- Project Management Professional (PMP)

20XX

20XX

Leadership & Awards

- Distinguished Leader Award, National Association of _____
- Excellence in _____ Award, Association of _____

20XX

20XX

Academic (selected)

- Research Award, _____
- _____

20XX

20XX

Community

- Board of Directors, Association of _____
- _____

20XX – present

20XX & 20XX

Option: References & Portfolio

References

Available upon request.

When do you provide a Reference List? When in doubt, ask the employer. Many require references only when considering you for an interview. Bring copies of your Resume and Reference List to interviews. Include at least two supervisory references.

Follow up on your applications (phone call or email). Check if it has been received and ask to speak with someone about it. Highlight your related interests, strengths and experience. Ask when they would like your Reference List.