

ENGINEERING, Technology & Related Fields

Application Letter, Resume & References – Entry-Level Positions

For each application, revise structure, headings and content to best present your relevant strengths (e.g., skills).

Job Scam Protection: Concerned? Note only your cell number, email address and/or LinkedIn invitation.

Jamie Cardinal

jamie.cardinal@uregina.ca

306-143-3853

1 Willow Drive, Regina, Saskatchewan S4S 5A9

www.linkedin.com/in/jamiecardinal

Reliable, _____ and hardworking _____-year Engineering student seeking position as _____. Aptitude and skills in applying logic, reasoning and quantitative analysis to solve practical problems. Commended for _____. Self-motivated, quick learner, _____ and _____. Seeking to utilize and continue developing specialized knowledge and skills in:

Electronic and Computer Design, Testing and Quality Control, Troubleshooting and Solutions, Project Start-Up, Intercultural Teamwork, _____

Keyword Summary: Applicant tracking systems (ATS) filter by keywords. Highlight your related strengths using keywords from the job posting.

Relevant Skills & Accomplishments

Technical

Heading Options: Related Knowledge, Skills & Experience; Related Skills & Achievements

- Designed and tested electronic and computer products for _____
- Analyzed control systems including feedback, system stability, and time and frequency response
- Acquired and applied engineering principles to _____
- Installed and calibrated instruments (e.g., _____) according to technical manuals and instructions
- Operated electronic measuring equipment and instrumentation systems including _____
- Applied logical reasoning to analyze quantitative data and _____
- Ability to _____
- *Related courses:* Instrumentation, Digital Electronics, Telecommunication and Computer Networks

Option: Note the titles of selected courses.

Research & Projects

University of Regina (academic)

Highlight your projects and role in completing them.

- *Project Title, 20XX:* Independently designed and built _____
- *Project Title, 20XX:* Collaborated with team members to program computer to _____

Edge Communications

- *Project Title, 20XX:* Assisted research team with _____

Independent

- *Project Title, 20XX:* Designed and built _____

Note some supporting details, statistics and results. Use examples from academic, independent, employment and volunteer experience (e.g., a lab or project title).

Computer

- *Programming:* C/C++, 80x86 Assemblies, Pascal
- *Software:* MathCAD, VISSIM, AutoCAD 12, 13, 14
- *Operating Systems:* UNIX, OS/2, Novell

Fieldwork required? Describe your skills and work ethic acquired through farming, labour, construction, warehouse, customer service and other experience.

Communication, Teamwork & Self-Management

- Clearly presented complex ideas and technical information in reports and presentations
- Respectfully led and collaborated on intercultural teams (course projects)
- Set priorities and managed time to complete multiple projects by deadlines
- *Languages:* English, Saulteaux, French (intermediate) _____

Customize Each Resume: Analyze job requirements and sort them into categories (headings). Use keywords from the posting to describe your relevant knowledge, skills and abilities, attitudes and experience. Include examples from your academic, employment and/or volunteer experience.

Education

Bachelor of Applied Science - Electronic Systems Engineering

University of Regina, Regina, SK

20XX – present
(expected completion Apr. 20XX)

Scholarships & Awards

- Entrance Scholarship, CMG Solutions, Regina, SK 20XX
- Canada Indigenous Award in Computer Science and Engineering _____ 20XX

Training, Certificates & Licenses

Heading Options: Certificates & Other Education, Certificates & Licenses

- Business Proposal Writing, Centre for Continuing Education, University of Regina 20XX
- WHMIS, Lab Safety, First Aid, Class 5 Driver's License (SK)

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

Heading Options: Work Experience; Related Employment

Relevant Experience

Verb Tense: Use past tense to describe completed tasks and past jobs.

Radio Test Engineer (Co-op Work Term 2)

Sept. – Dec. 20XX

Edge Communications, Calgary, AB

- Configured operating system software in preparation for _____
- Assisted research team with testing cellular equipment for _____
- Installed software on various hardware devices (e.g., _____)
- Performed required programming for test designs

Note Results: Include statistics, details and examples:

- Reduced system problems by 15%
- Provided technical support for _____
- Designed _____

Help Desk Technician

May – Aug. 20XX

Revenue Canada, Regina, SK

(summer)

- Investigated and repaired _____
- Communicated technical computer information to staff (processed 2400 requests)
- Tracked and logged system problems (e.g., _____)

Brake/Switch Operator

Sept. 20XX – Aug. 20XX

Biway Steel Company Inc., Regina, SK

- Checked train systems and equipment including air conditioning, heating and brake systems
- Communicated with traffic controllers regarding _____
- Delivered railway cars to destinations according to a set time schedule
- Ensured safety by adhering to safety standards and protocols for _____

Optional Section: If you use "Relevant Experience" above, include a section on "Other Experience."

Other Work Experience

- Sales Associate (part-time), Pick-a-Part, Regina, SK
- _____

May 20XX – Aug. 20XX

Jan. – Dec. 20XX

Memberships & Activities

Memberships

- Institute of Electrical and Electronics Engineers (IEEE) Canada – Student Member 20XX – present
- Engineering Students' Society – Member, University of Regina 20XX – present

Volunteer

- Prairie Sports Camp – Fundraising Coordinator, Regina Apr. 20XX - present
- National First Nations and Inuit Youth Science Camp, First Nations University of Canada 20XX
- _____

Interests

- Camping, hiking, jogging, reading, travel, languages, _____

Many employers review this section for examples of valued skills and attitudes (e.g., communication, teamwork, leadership, responsibility, work/life balance).

References

Option: References & Portfolio

Available upon request.

When do you provide a Reference List? Check with each employer, as they vary. Many require references only when considering you for an interview. Bring copies of your resume and reference list to interviews. Include supervisory references.

When possible, follow up on applications (phone call or email). Check if your application had been received and, if possible, to speak with someone about it. Briefly note your related interests, strengths and experience. Ask when they would like references.