

Sample Resume #1

Technical Skills Developed in Program, No Program-Related Work Experience

Archie Technology

123 Street Name, Apartment #111

Toronto, ON X1Y 1A2

Phone 416-111-2222

Archie.T@gmail.com

OBJECTIVE: Summer work opportunity related to Architectural Building Design and Drafting.

EDUCATION:

Architectural Technology Diploma Program

Humber College, Toronto, ON

Currently in Year 2, Expected Date of Graduation - 20xx

Honours Standing, Year 1

Received Industry Award for highest marks in AutoCAD, Year 1

Name of Secondary School, Toronto, ON

Ontario Secondary School Honours Graduation Diploma, 20xx

SKILLS:

- Proficient with AutoCAD, Revit, Microsoft Word, Excel, PowerPoint
- Drafting and detailing; Preparation of working drawings, final design & presentation drawings
- Strong freehand sketching skills
- Familiar with the Ontario Building Code, Methods of Construction
- Excellent attention to detail
- Good time management skills
- Quick learner
- Ability to work well independently

WORK EXPERIENCE:

20xx – Present

Name of Food Service Company, Attendant, Toronto ON

- Supervised new employees
- Created new product displays and organized products
- Closed store, handled cash
- Earned recognition from Management for Service Excellence

REFERENCES AVAILABLE UPON REQUEST

Sample Resume #2

Technical Skills Developed in Program, Some Program-Related Work Experience

Katherine Kat

123 Street Road, Toronto Ontario, H1H 1U1

(123) 123-1234

KKat94@gmail.com

OBJECTIVE

A highly motivated Architectural Technology student, with experience dealing with projects, contracts and the building trades, seeking a summer position requiring strong project and organizational skills.

EDUCATION

Humber College of Applied Technology and Advanced Learning Sept 2xxx – Present

Architectural Technology Diploma Program

Enrolled in Year 2, Expected Graduation April 20xx

Another College Sept 2xxx – Apr 2xxx

Business Administration Diploma

Graduated with Honours

SKILLS HIGHLIGHTS

- Drafting & Detailing
- Architectural CADD
- Architectural REVIT
- Site Planning
- Ontario Building Code
- Estimating
- Project coordination skills
- Excellent report writing skills
- WHMIS

WORK EXPERIENCE

Xxxxxxxx Contracting Inc., Town, ON

Oct 2xxx - Present

Administrative Assistant

- Established and managed office functions, contracts, and accounts payable
- Set up project schedules, prepared project status reports

AWARDS, INTERESTS & ACHIEVEMENTS

- Achieved Honour Roll status at Humber College in all semesters
- Student Representative, Architectural Technology Student Program Advisory Committee
- Volunteer, Cancer Society (Awarded top student fundraiser in district)
- Enjoy sketching, painting, art history

To view samples of my work, visit my online portfolio at: kkatdesignportfolio@designsite.com

References Available Upon Request

Sample Resume #3
Student with Program-Related Work Experience

Sylvia Smith

123 Street Address, City ON Postal Code
Sylvia.smith@hotmail.com
Res (123) 444-7890, Cell (321) 111-1234

Objective:

Architectural Technology student with 3 years of experience in drafting, detailing and project coordination, seeking summer employment contributing to the successful completion of design/build projects.

Summary of Skills and Experience:

- *Three years' experience with an Architectural Firm specializing in high end residential projects, designing and detailing, creating professional drawings within tight timeframes.*
- *Coordinated projects up to \$100K, prepared project status reports*
- *Hands-on experience with Revit Architecture, AutoCAD*
- *Working knowledge of the Ontario Building Code*
- *Class G drivers licence*
- *Proficient in Microsoft Word and Excel*
- *Fast learner, able to work within a team environment*

Education:

Architectural Technology Advanced Diploma

Humber College, Toronto, ON
Completing Year 2

Expected Graduation 20xx

Work Experience:

Company Name + Partners Architects

20xx – 20xx

Jr Technologist / Contract Administrator

- Coordinated high end residential projects, ranging from \$20 – 100K, from drafting, specification writing, contract administration.
- Experienced and knowledgeable in preparing site visit reports, and issuing change orders.
- Conducted pre-tender site meetings introducing scope of work to bidding contractors.
- Prepared project status reports, including technical and financial data.

Restaurant Name

20xx – 20xx

Server, Team Leader

- Provided exceptional customer service, to ensure a quality dining experience
- Trained new staff members

References Available Upon Request

Resume Sample #4

Student with Prior Work Experience

HENRY ARTHUR, PMP
77 Street Name • City, Ontario • H1H 1Z1
(H) (905) 888-8887-8888 • (C) (416) 999-9999
Henry.Arthur@sympatico.ca

PROFILE

A results-oriented Civil Engineering professional with extensive experience in construction, municipal infrastructure, and project management. Mature individual with a proven track record in dealing effectively with key stakeholders, engineers, inspectors and contractors, to deliver projects on-time and on-budget.

SUMMARY OF QUALIFICATIONS

- Over 10 years' experience in residential/commercial construction, with projects ranging from \$100K - \$2M.
- Effectively negotiated contracts and project scope with owners and developers.
- Coordinated schedules with general contractors, sub contractors and the trades.
- Contributed to proposals related to the rehabilitation of aging infrastructure.
- Proficient in AutoCAD, MS Project, Word, Excel.
- Strong communication, interpersonal and leadership skills.

WORK EXPERIENCE

ABC Consulting Engineering
Consultant (Contract)

2006 - 2008

- Reviewed asset management plans from the Ministry of Transportation, to identify aging infrastructure projects with a 10 year outlook.
- Within a team environment, prepared proposals for the repair/rehabilitation of aging bridges, overpasses and highways.

DEF Construction
Project Manager

1996 - 2006

- Managed residential and commercial new construction and renovation projects, from \$100K - \$2M, including estate homes, shopping plazas and strip malls.
- Met with stakeholders, owners and developers to develop project plans.
- Responded to RFQs.
- Led project teams to deliver projects on-time and on-budget, and to the client's expectations.
- Managed contractors and trades, on-site; Resolved problems in the field.
- Worked closely with inspectors to ensure compliance with building codes.
- Prepared project status reports.

HENRY ARTHUR, PMP - 2

Regional Municipality of XXX

Municipal Student Inspector

Summer 1996

- Inspected roadways in new subdivisions.
- Reported to senior supervisors and engineers on project progress.
- Assisted survey crew during various stages of the projects.
- Conducted GIS/GPS storm sewer inventory data collection and analysis

EDUCATION

Civil Engineering Technology, Humber College, Toronto, ON

Present

Currently enrolled in Year 2

Expected Graduation 2013

Bachelor of Engineering (Civil), Ryerson University, Toronto, ON

1994 – 1996

Completed Year 2 of Bachelor program

PROFESSIONAL DEVELOPMENT

Project Management Professional (PMP)

Project Management Institute

AutoCAD Certificate

George Brown College

Leadership & Productivity Skills

Canadian Management Center

References available upon request

Resume Sample #5

Technical Skills Developed in Program, Some Program-Related Work Experience

SAMMY TRUDEAU

123 DUNDAS STREET, APT. 204 | TORONTO, ON L4W 5T9
416 111 1111 | firstname.lastname@gmail.com

OBJECTIVE

Energy Management Summer Internship

SKILLS AND QUALIFICATIONS

- Energy audits and conservation, audit metrics
- Working knowledge of building mechanical systems as well as "green" building technologies
- Electric fundamentals – AC and DC circuits
- Familiar with green building rating systems (LEED, R2000)
- Knowledge of renewable technologies – solar PV, thermal, wind and earth energy
- Knowledge of sustainable building principles
- Computer proficiency with MS Word, PowerPoint, AutoCAD, H0T2000
- Strong team player, and able to work with minimal supervision

EDUCATION

Sustainable Energy and Building Technology, Humber College Sept 200x – May 200x
Toronto, Ontario

XXX High School Graduated 200x
Ontario Secondary School Honours Graduation Diploma
Brampton, Ontario

EMPLOYMENT HISTORY

Solar Power Inc. Summer 2011
City Name, Ontario

- Installed solar panels on residential rooftops.
- Assisted with lot surveys to determine optimum configuration and location of solar panels.

REFERENCES

- Available upon request