

Sample Resume #1

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

Elliot Ness

24 Elm Street, Brampton ON L8T 6H4
Cell: 647.222.555 Email: Elliot@rogers.com

Objective: Summer employment related to Industrial Automation or Robotics.

Education:

ElectroMechanical Engineering Technology, Automation & Robotics Program

Humber College, Etobicoke, ON
Expected Graduation May 2013

Completing Year 2 and Courses in

- *Automated Manufacturing Processes* ▪ *Mechatronics* ▪ *Robotics* ▪ *PLC's*
Workshop Practices ▪ *Hydraulics* ▪ *Pneumatics*

Ontario Secondary School Graduation Diploma, June 2010
Brampton High School, Brampton, ON

Relevant Technical Skills:

- Hands-on experience with electrical controls and PLC's (GE, Allen Bradley, Omron)
- Programming robots (Kuka, Fanuc, Motoman)
- Building hydraulic and pneumatic systems
- Reading mechanical and electrical schematics
- Strong problem solving and analytical skills
- MS Word, Excel
- Basic WHMIS Training

Work Experience:

ABC Landscaping, Georgetown, ON

Summer 2011-11-15

- Maintained commercial and residential landscapes
- Constructed patios, decks, waterscapes, and stone walkways
- Worked overtime and on weekends to meet the needs of clients

Tiger's Golf Course

- Groomed and maintained the 18 hole golf course, and areas around the clubhouse

References: Available upon request

Sample Resume #2

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

Bi Young

123 Street Name, City, ON X0Z 2X3

Home: 905-123-4567 • Cell: 509-321-7654 • Email: bi.young@gmail.com

Objective

Summer opportunity in the Automated Manufacturing sector, where I can apply my skills in problem solving, troubleshooting, PLC's and robotics.

Technical Skills

- Robotic programming (Motoman, Fanuc, Wittmann, Kuka, Panasonic)
- Understanding of electrical controls, PLC applications (GE, Omron, Allen-Bradley)
- Experienced at reading/interpreting mechanical and electrical schematics
- Attention to detail, good problem solving skills
- Trained in Lockout/Tagout, Shop Safety Practices, WHMIS

Education

Humber College Institute of Technology and Advanced Learning, Etobicoke, ON, 20xx – present

- Electromechanical Engineering Technology – Automation & Robotics Program
- Currently completing second year of the three year program
- Achieved over 80% each semester

Toronto West End High School, Etobicoke, ON, 20xx

- Ontario Secondary School Honours Graduation Diploma

Work Experience

Name of Power Company Inc., City, ON

Summer 20xx

Labourer/Assembler

- Built and assembled transformers
- Read and interpreted blueprints and mechanical/electrical drawings
- Maintained a clean and organized work space

Name of Gas Co., City, ON

Summer 20xx

Gas Bar Attendant

- Handled cash, debit and credit transactions
- Kept inventory of gas and merchandise
- Maintained shop and office cleanliness

References Available Upon Request

Sample Resume #3

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

Cindy Lou

52 Street Name
City Name, ON Postal Code
(905) 111-1111
cindylou@yahoo.com

Objective:

Second year College student studying Electrical Engineering Technology, seeking a summer position working with the application of Electrical Controls and Instrumentation.

Education:

Humber Institute of Technology & Advanced Learning, Etobicoke ON, Sept 20xx – present
Electrical Engineering Technology - Control Systems
Expected graduation 20xx

Relevant Technical Skills:

- Experience in a power generation company, working with engineers
- PLC's and Instrumentation (Omron, Allen-Bradley, GE)
- Electrical AutoCAD
- Polyphase and AC/DC Circuits
- AC/DC equipment and control
- Canadian Electrical Code
- Electric Devices and Circuits
- WHMIS

Work Experience:

Power Company, Engineering Assistant, Design Division Summer 20xx

- Organized and filed records and blueprints for a team of 15 engineers
- Kept minutes of meetings, maintained project status reports
- Tracked status of projects in the field, and handled internal inquiries

The Blue Bird Steakhouse, Server Summer 20xx

- Serviced the needs of customers to ensure a high quality dining experience
- Staff member showcased in local newspaper recognizing customer service excellence

Hobbies and Interests: Reading, Cooking, Piano

References: Available upon Request

Sample Resume #4

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

JOHN HAM

32 Street Name Dr.
Toronto, ON M1M 7N7
123-456-7890
John.Ham@hotmail.com

Objective:

Summer position in Manufacturing building on a strong Mechanical aptitude, experience in machine operations and assembly, and skills in CAD/CAM.

Relevant Technical Skills:

- Operation & programming of CNC and CAM equipment and software (MasterCAM)
- Machining skills
- Pneumatics, hydraulics & PLC's, Electromechanical controls
- Manufacturing processes & planning
- Engineering materials
- Tool & fixture design
- WHMIS

Education:

Mechanical Engineering Technology

Humber College School of Applied Technology
Expected date of graduate: Spring 20xx

Mechanical Technician Certificate

High School Collegiate, Graduated Spring 20xx

Related Work Experience:

ABC Automotive Parts Manufacturing, Toronto, ON

Machine Operator/Mechanical Assembler

January 20xx – Sept 200x

- Operated CNC machines
- Monitored product quality
- Completed mechanical assemblies
- Assisted Mechanic with machine maintenance to minimize downtime

LEM Product Manufacturing, Toronto, ON

Warehouse Assistant

Summer 20xx

- Coordinated shipping, receiving and order picking activities
- Processed bills of materials and logistics documentation

References Available Upon Request

Sample Resume #5
**Technical Skills Developed in Program, Some Program-Related Experience from
Volunteer Work and Hobbies**

GORDIE HOWARD

123 Humber College Blvd, Room 205
Toronto, Ontario, M9W 6V3
Phone: 416-123-4567
Email: Gordie@humbermail.ca

Objective: Summer work term related to Electronics Engineering Technology

Education:

Humber Institute of Applied Technology & Advanced Learning, Toronto
Electronics Engineering Technology Program
Expected Graduation: May 20xx

Skills and Qualifications:

- Soldered and assembled an AM/FM radio
- Familiar with electronic devices and circuits, AC/DC circuits, Linear circuits
- Skilled at troubleshooting problems in circuits and testing individual components
- Able to read circuit schematics
- Proficient in MS Word, Excel
- Shop Safety, WHMIS

Volunteer Experience:

Volunteer Technician, Computers for Africa Summer 20xx

- Picked up used computers from residential and small commercial clients
- Tested and refurbished computers where possible
- Packed computers headed for schools in Africa

Other Work Experience:

Waiter/Cook, The Italian Pizzeria Summer 20xx

- Waited on in-restaurant customers and handled take-out/pick-up orders
- Prepared ingredients, cooked/baked appetizers and entrees
- Opened/closed restaurant

Activities and Hobbies:

Building radios, installing car audio systems, soldering and assembling electronic kits

References: Available Upon Request