

RESUMÉS



Durham College
Career Development
hired.durhamcollege.ca



BEFORE YOU BEGIN

AM I READY TO WRITE MY RESUMÉ?

1. Do I know what type of work I am looking for, part-time, summer, and full-time?
2. Am I seeking professional or program related employment?
3. Have I pulled together a history of my work, education, skills, and qualifications?
4. Do I know how to describe my skills and education?

Not sure how to target your resum . Come see a career coach.

RESUM  FORMATS

There are several styles of resum  formats you may want to explore, and you may hear terms like “chronological,” “functional” and “combination” used when talking about resum s. The format you choose should reflect what works for you, what is most appropriate for the industry you would like to work in, or the type of work you are seeking.

The outline and samples provided on pages [13-19](#) align with the feedback we have received from employers from a variety of industries and should help get your old resum  up to date, or help you to start building a new one.

Resum  Tips

Avoid Including:

- Photo(s)
- Date of birth or age
- Social Insurance Number (SIN)
- Study / work permit information
- Marital status
- Physical characteristics (e.g. weight, height, etc.)
- Expected salary or salary history

TRANSFERABLE (SOFT) SKILLS

Transferable skills, sometimes referred to as soft skills, are not specific to one job or career. Transferable skills help you effectively interact in the work environment. Consider skills and strengths you possess that you could use on the job. Find ways to showcase your skills through activities, clubs, work, or community involvement. Employers need employees who exhibit many of the transferable skills below. Which are yours?

accurate	energetic	motivated
adaptable	enjoy challenges	collaborative
analytical	enterprising	organized
attentive to detail	enthusiastic	patient
consistent	flexible	planner
co-operative	good listener	problem solver
cope well with pressure	good manual dexterity	resourceful
creative	independent worker	self-starter
dedicated	innovative	troubleshoot
determined	logical	versatile
effective communicator	mechanically inclined	work well under pressure

INDUSTRY/CAREER-SPECIFIC (HARD) SKILLS

Your Durham College program course outlines / outcomes and work / Lab experience will provide you with industry-specific skills, sometimes referred to as hard skills, related to your field. Industry-specific skills generally fall into three categories:

- **Software** including specialized software such as CAD, Meditech, Photoshop etc. that is relevant to your industry. This category also includes the MS Office Suite e.g. Word, Excel, PowerPoint etc. It is important to discuss your level of proficiency with software as well: introductory, intermediate, or advanced.
- **Equipment** including specialized machinery, tools, and devices that are used in your field like laboratory equipment, hoisting devices, medical diagnostic equipment, Programmable Logic Controls (PLCs) etc. Be sure to indicate any certifications you have received.
- **Theory** including knowledge related to your field such as relevant laws and legislation, building codes, operating procedures (SOPs, GLPs), communication concepts etc. You can use your course outlines to confirm the terminology used in your field of specialization.

SKILL LEVEL

Communicate your skill level by using skill building phrases within your resumé.

able to	extensive experience in	proven record of
capable of	familiar with	sound understanding of
committed to	highly skilled in	technical expertise in
demonstrated ability to	in depth knowledge of	well developed
experienced in	knowledge of	well versed in
expertise in	proficient use of / in	working knowledge of
exposure to	proven ability to	advanced
intermediate	foundational	specialized in

How to identify relevant skills for your Resumé

- **Review the job posting /description**
- **Identify and highlight the skills required for that job**
- **Write down the skills you possess that align with the skills mentioned on the job posting**
- **Include them on your resumé**

ACCOMPLISHMENT STATEMENTS

Accomplishment statements describe your achievements and demonstrate your value to the employer. Use accomplishment statements in the **Experience section** (work, volunteer, field placement, co-op, projects including capstone) of your resumé to make yourself stand out!

To develop accomplishment statements:

- Start with an action verb.
- Briefly describe the action taken.
- State the results in measurable or quantifiable terms.



Accomplishment Statement Development Questions

Ask yourself, did you?

- Identify or solve a major problem for your department or division
- Develop or do something for the first time at your company
- Receive any special recognition or awards
- Identify, create or implement a new procedure or system
- Improve a process or make something more efficient
- Provide excellent service to customers/clients
- Solve a complex problem
- Meet or exceed performance targets
- Create something new from the ground up
- Manage a project
- Train anyone
- Excel at working with a team
- Save money, time, or resources for the organization/company

Qualitative Example:



Quantitative Example:



SAMPLE ACCOMPLISHMENT STATEMENTS

ACTION VERB	WHAT YOU DID (Task/Activity or Project)	RESULT
Delivered	creative learning and play activities	for up to 15 preschool children
Completed	high volume of laboratory tests	with accuracy and in accordance with SOP's
Served	customers and resolved complaints	receiving two customer service awards in 2019
Provided	safe, quality home health care	to 25 elderly patients per week
Initiated	customer service strategy	increasing store sales by 20% over 6 months
Set up	equipment and weld parts	according to weld chart specifications and type
Created	online scheduling system	resulting in elimination of double bookings
Led	team of 10 new employees	through orientation and training
Assisted	executive chef with food production	for 100 seat dining facility
Implemented	electronic filing system	increasing efficiency of document retrieval by 15%
Delivered	software and hardware support to clients	ensuring computers ran properly
Resolved	problems with ticket distribution	contributing to 20% increase in donations
Repaired	defibrillators for ambulance/crash carts	which saved hospital \$50K

RESUMÉ ACTION VERBS

Adjust	resolve, settle, adapt, regulate, restore
Advise	counsel, recommend, inform, consult
Analyze	study, determine, resolve, examine, diagnose, interpret
Approve	endorse, sanction, attest, certify, accredit
Assist	support, help, aid, collaborate
Assign	delegate, specify, allot, prescribe
Budget	forecast, calculate, project, account, reconcile
Build	design, construct, devise, develop, assemble, generate, fabricate, install
Change	modify, improve, adapt, overhaul, revamp, rectify, revise, transform
Collaborate	co-operate, work together, assist, liaise with, partner with
Communicate	convey, exchange, express, discuss, liaise with, read, listen, write
Consult	consider, advise, deliberate, counsel, confer
Co-ordinate	oversee, organize, preside, arrange, combine, facilitate, chair, host
Create	design, invent, compose, develop, devise, originate, conceive
Delegate	designate, empower, appoint, assign, prescribe, allot, entrust
Determine	decide, resolve, regulate, settle
Develop	generate, evolve, formulate, process, conceptualize, discover
Diagnose	recognize, identify, analyze, compare, detect, conclude
Enforce	monitor, correct, strengthen
Ensure	assure, secure, guarantee, make sure
Estimate	appraise, judge, determine, evaluate, value, rate, assess, calculate
Evaluate	examine, monitor, determine, appraise, estimate, assess, screen
Implement	carry out, accomplish, install, deliver, launch
Improve	strengthen, solve, adjust, amend, correct, revise, maximize, suggest
Increase	grow, expand, improve, enlarge, build, double, earn, develop, exceed
Inspect	evaluate, examine, monitor, test, check, review
Investigate	research, examine, observe, study, inquire
Maintain	sustain, support, provide, uphold, update
Manage	direct, supervise, administer, lead, guide, co-ordinate
Monitor	oversee, check, observe, regulate, control, track, follow up
Operate	control, adjust, produce, preform
Organize	arrange, develop, integrate, replace, co-ordinate
Participate	contribute, involve in, take part, share, engage in
Perform	operate, implement, process, produce, program, serve
Plan	design, project, develop, devise
Prepare	assemble, develop, produce
Provide	supply, prepare, give, implement, produce, contribute
Recommend	propose, advise, endorse
Report	relate, present, announce, account for
Review	examine, report, study, evaluate, revise
Supervise	oversee, manage, direct, govern, co-ordinate
Support	assist, help, tend, respond, provide, commit, serve
Write	compose, prepare, edit, report, author, publish

APPLICANT TRACKING SYSTEMS (ATS)

Employers use an ATS to manage and screen resumé to identify suitable candidates. ATS uses complex algorithms to scan resumé for **keywords found in the job posting** and rank all submitted resumé according to pre-selected criteria. These keywords are the **requirements, skills, education and qualifications** for the role. This is how an ATS works:

1. The human resources department receives your resumé (along with hundreds of others!)
2. Your resumé is run past software that is programmed to identify required skills, experience and education (essentially keywords) related to the position.
3. The employer sets a minimum match rate for their job posting (e.g. look for **at least a 60% match**) and uses **keywords from the posting** to search for candidates in the database.
4. Based on the ranking, HR, hiring managers will review the highest-ranking resumé and move the candidates forward in the hiring process.



Adapted from <https://research.aimultiple.com/ats/>

TIPS TO OPTIMIZE YOUR RESUMÉ FOR THE ATS

It is best to keep formatting simple as ATS are pre-programmed and cannot adapt beyond their programming. Below are some tips to help optimize your resumé for an ATS.

Be Mindful of Formatting

- While it is tempting to make your resumé stand out, colourful, eye-catching images (including tables and graphs) fancy fonts and italics often confuse the ATS. It is preferable to use sans serif fonts such as Calibri and Arial. Left alignment is commonly used for the text within the body of the resumé and makes the document easier to read. Avoid using justified alignment for your resumé. This setting leaves uneven gaps between words and may make the text harder to read
- Headers and footers are best left empty. Avoid putting your contact information in the default header and footer of the word document. Add your name and contact information at the top of the document
- Stick to one font — same font you use for your cover letter
- Avoid special characters aside from standard bullets
- Check for spelling and punctuation
- The resumé must always appeal to the ATS and the human reader
- Avoid using templates and textboxes as these may not be readable by an ATS

Keywords from Job posting

- **Resumé keywords** are the **skills and qualifications mentioned in the job posting/description** that should be included in a resumé (e.g. communication skills, Microsoft Word, and academic credentials).

Use Standard Resumé Headings

- There are several different acceptable ways to phrase headings within your resumé (for example, “Highlights of Qualifications”, “Professional Profile”, “Work Experience”, “Volunteer Experience” and “Education”). Whatever titles you decide to use, be sure to stick to these standard headings in order to keep your resumé professional and ATS ready.

A Word About Resumé Builders

- Resumé builders are online applications (example: LinkedIn, Indeed or Job Bank) that generate resumé templates. Resumé templates that can be downloaded online **may not be ATS compatible**. There are numerous types of ATS software that employers use to manage applicants’ resumés.
- An online generated resumé may not effectively market your skills and qualifications in relation to a specific position. Its framework or layout is limited in its capacity to tailor and showcase

your unique skills, education and experience to the job posting.

- Some popular ATS systems employers use are:
Taleo, Workday, Jobvite, SilkRoad, Greenhouse, BrassRing, iCIMS, Lever, Smart Recruiters, CATS.

Free Resumé Optimization Tools

There are several paid and free resumé optimization sites such as Jobscan which allow you to upload your resumé and the job posting to see what an ATS would see when your application is submitted.

These tools run your resumé and a job description that you provide through an algorithm to calculate how well the resumé matches the job posting. However, the results may not be accurate. It may give you a lower match rate of 20% or 40%. They can put a greater emphasis on having an 80% match. There are drawbacks to just relying on these tools for a particular posting; recruiters and hiring managers determine the percentage threshold for the match rate and the range could be between 60 - 80%.

While crafting your resumé just focusing on the keywords and not integrating them into your unique career story may not work in your best interest to get the job interview. Therefore, avoid direct copying and pasting keywords at random and ensure your wording makes sense. Anyone reading your resumé can tell if you have copied and pasted keywords from the job posting on your resumé just to get past the ATS.

The best process is to review the job posting carefully to check the job requirements, highlight the keywords, and consider your experience, skills and education and try incorporating those keywords in various sections (e.g. education, skills and experience) on your resumé.

ATS Prescreening Questions

Recruiters may utilize prescreening questions also referred to as “knockout questions” to eliminate candidates who lack basic qualifications or requirements for the job. Screening questions ask if an applicant meets minimum job requirements and are focused on the job and company fit.

It is important that you respond to these questions. Avoid saying “please see attached resumé” because they are screening your application prior to reviewing your resumé. If you don’t answer the prescreening questions your application may not be considered at all.

Different Formats of Prescreening Questions

- Yes/No
- Multiple choice
- Short or long answer
- Scale (usually 1-5 or 1-10)
- Select all that apply

Sample ATS Questions

1. Do you have a _____ diploma/certification/ degree/ license?
2. What is your skill level _____ with X on a scale of 1-5?

3. How many years of experience do you have?
 - a. < 1-year
 - b. 1 – 2 years
 - c. 2-years or more
4. How would you rate your proficiency in MS Office?
 - d. Advanced
 - e. Intermediate
 - f. Basic
5. How many years of experience do you have using _____ software.

AI-GENERATED RESUMÉ

If you choose to use an AI-powered resumé builder (for example ChatGPT) to generate your resumé content, there are several things to consider:

- Does the AI-generated resumé content, writing style and tone reflect or express your genuine and real writing style. Be aware that recruiters will be able to identify by reading the content that it is AI generated.
- It should accurately reflect your skills and experience. Generated versions may identify skills and experience that you do not have and you may not be able to speak to them during the interview.
- Your resumé may be identical to another candidate who has used a similar AI system and job posting
- It is best to follow resumé writing best practices and craft a resumé unique to you to get the interview

MICRO CREDENTIALS/PROFESSIONAL CERTIFICATIONS/LICENSES

- A section dedicated specifically to certifications and licenses can be created on your resumé or you can simply add the relevant certifications in the education or training section or highlights of qualifications section.
- Avoid including less important or irrelevant certifications or licenses that do not relate to the job you are applying for.
- Include the following information:
 - **Name of Certification/License/Membership**
 - **Name of Certifying body**
 - **Dates obtained and expiration (if applicable)**
 - **Location (If province appropriate)**
- Any acronyms should be written out in full at least once in order to be understood by the person reviewing your resumé who sometimes may not be a specialist in your area. The ATS may also require the full word as well as the acronym.

INTERNATIONAL EXPERIENCE OR NO PAID WORK EXPERIENCE

Demonstrating that your combination of skills, experience, and education are relevant to the job posting can be done regardless of whether you have **no paid work experience** or you have **international experience**. The fact remains that your resumé can demonstrate the value you bring to the role and the significant contribution you can make. How you convey this information on your resumé: the headings you use, how you organize your information, what details you choose can all make the difference how your skills, education and experience are perceived by the employer.

It may seem challenging to begin writing a resumé when you have had no paid work experience. But that does not mean you do not have skills that are relevant to the job you are applying for and you may even discover that you DO have experience too. You can start by creating a list of your skills, include both transferable and industry-specific skills gained from courses you are pursuing at the college. For example, add various projects and academic achievements to demonstrate how your transferable and technical skills translate to the role you are applying to. You can also include your volunteer experience.

International experience is valuable experience. To make your international experience stand out you need to customize your resumé with achievements that match the job posting you are applying to and highlight specific details that are relevant and demonstrate your value to the role. List your skills, both technical and transferable skills, that you gained during your international experience and provide examples of how you used them in different situations. For example, instead of writing "Volunteered at a non-profit organization". You need to list your **position title, name of non-profit** organization and write accomplishment statements. For example, "Taught 25 underprivileged students life skills at a rural school to increase their ability to navigate challenges of life".

Another important aspect when highlighting your international experience on your resumé is to use the right language and format to communicate it effectively. This means you need to avoid jargon, acronyms, or slang that might not be understood or appreciated by your potential employers. You also need to use the appropriate grammar, spelling and punctuation.

What You Can Include on Your Resumé

- **Key skills learned in school**
- **Related international / volunteer experience**
- **Education and Academic Achievements**
- **Projects relevant to the job**
- **Training and Certifications**
- **Awards and Recognition**

If you are unsure how to write your resumé, please book an appointment with a coach through the [Hired Portal](#)

SAMPLE RESUMÉ FORMAT

Your Name

City, Province, Postal Code (Street Address optional)

Telephone Number

Email address

LinkedIn (optional)

PROFILE/ PROFESSIONAL PROFILE/ OBJECTIVE

Please choose the one heading option that is relevant to your situation. Avoid using all of them in the same resumé. Alternatively, if you prefer, you can choose to omit this section heading entirely and start your resumé with the Relevant Skills section.

RELEVANT SKILLS (can also be called Summary of Qualifications/ Highlights of Qualifications)

- Bullet points, maximum of eight is preferable, one to two lines each, **relevant to the posting**
- Include both **industry-specific (hard) skills** and **transferable (soft) skills** to highlight your strengths
- For ideas of keywords or skill sets specific to your industry, review the Course Specific Learning Outcomes sections within your course outlines
- Use a different skills level statement (see page 4) for each point to describe your skills and knowledge. Technical skills are ideally listed first within this section

Example:

- Solid mathematical skills to determine precise measurements and ensure accuracy of any project or design plan (industry-specific skill)
- Able to support and achieve team goals and targets in a fast-paced customer service environment (transferable/soft skill)

EDUCATION

Program of Study Certificate, Diploma, Advanced Diploma, Degree

Dates of education

Name of School, City, Province

- List most recent education first and continue in reverse chronological order
- Consider including three to five college course titles relevant to the job; you may also want to include a brief description of major projects you have completed
- Including your GPA is optional (out of 5.0 at Durham College) and/or if you made Honour Roll

RELATED EXPERIENCE

- Include field placement and/or volunteer experience that is related to your field, paid or unpaid
- See formatting listed below:

Title of Position

Dates of Employment

Name of Employer, City, Province

(Duration in years, use months if less than two years)

- Describe the most relevant job accomplishments

ADDITIONAL EXPERIENCE

- Add any additional work experience which may not be related to your field such as part-time or summer jobs. Use the same format as above, and describe your transferable skills rather than your job duties

OPTIONAL SECTIONS: Volunteer Experience / Professional Development / Awards / Achievements/ Projects

SAMPLE RESUMÉ 1

KELLY STEVENS

Oshawa, ON, L1H 1K0

905-555-1234

kstevens@gmail.com

www.linkedin.com/in/kellystevens

SUMMARY OF QUALIFICATIONS

- Over 2 years accounts receivable experience in both retail and not-for-profit settings
- In depth knowledge of monthly bank reports and general ledgers
- Skilled in preparing cash receipts and managing delinquent accounts
- Experience in accurately managing accounting documents and files
- Proficient in ACCPAC Plus, QuickBooks, and Microsoft Office 2013 (Excel, Access, Word)
- Proven ability to work well in a team by assisting team members during peak hours
- Demonstrated effective verbal and written communication skills when consulting with clients
- Proven problem-solving skills developed through customer service experience

EDUCATION

Business Administration - Accounting Advanced Diploma

Graduated April 2022

Durham College, Oshawa, ON

- Cumulative G.P.A. 4.2 out of 5.0 (equivalent to A) with Honour Roll standing for six consecutive semesters
- Studied cost accounting, economics, intermediate accounting, statistics, business law and taxation

RELATED EXPERIENCE

Accounting Clerk (field placement)

April 2022

Mills Buick GMC, Oshawa, ON

- Completed 140 hours of field placement assisting in accounts payable and receivable
- Entered invoices into the computer system to maintain detailed records
- Produced cash distribution cheques accurately and on time
- Managed weekly payroll for 45 salaried and hourly employees

Peer Tutor

2019 – 2021

Durham College, Oshawa, ON

- Tutored students in accounting and business to enhance their knowledge of key concepts
- Demonstrated effective teaching skills resulting in improved grades by up to 30%

KELLY STEVENS

Oshawa, ON, L1H 1K0

905-555-1234

kstevens@gmail.com

www.linkedin.com/in/kellystevens

Financial Assistant (Volunteer)

2017 – 2018

Durham River Watchers, Pickering, ON

- Prepared financial statements for audit
- Tracked accounts receivable and payable to ensure financial solvency
- Completed income statements and balance sheets to present to board of directors quarterly
- Presented audited financial statements to membership and board at the Annual General Meeting

Accounts Receivable Clerk

2016 – 2017

Leon's, Whitby, Ontario

- Maintained sound understanding of the accounts receivable process
- Completed bank reconciliation statements and prepared consolidation financial statements
- Resolved discrepancies in customer accounts quickly and accurately
- Responded to and investigated customer queries, providing thorough information related to billing and payment terms
- Entered invoice data into in-house computer database system

ADDITIONAL EXPERIENCE

Car Care Attendant/Cashier

2015 – 2016

Magic Car Wash, Oshawa, ON

- Recognized for consistently providing effective customer service
- Performed closing and lock up operations to ensure security compliance

Stock Clerk

2013 – 2015

Bulk Barn, Oshawa, ON

- Provided effective customer service and support to encourage repeat business
- Merchandised products to increase sales
- Ensured the cleanliness of store and customer safety
- Rotated stock to reduce wastage costs

SAMPLE RESUMÉ 2

KELLY STEVENS

Oshawa, ON, L1H 1K0

905-555-1234

kstevens@gmail.com

SUMMARY OF QUALIFICATIONS

- Over 2 years accounts receivable experience in both retail and not-for-profit settings
- In depth knowledge of monthly bank reports and general ledgers
- Skilled in preparing cash receipts and managing delinquent accounts
- Experience in accurately managing accounting documents and files
- Proficient in ACCPAC Plus, QuickBooks, and Microsoft Office 2013 (Excel, Access, Word)
- Proven ability to work well in a team by assisting team members during peak hours
- Demonstrated effective verbal and written communication skills when consulting with clients
- Proven problem-solving skills developed through customer service experience

RELATED EXPERIENCE

Accounting Clerk (field placement)

April 2022

Mills Buick GMC, Oshawa, ON

- Completed 140 hours of field placement assisting in accounts payable and receivable
- Entered invoices into the computer system to maintain detailed records
- Produced cash distribution cheques accurately and on time
- Managed weekly payroll for 45 salaried and hourly employees

Peer Tutor

2019 – 2021

Durham College, Oshawa, ON

- Tutored students in accounting and business to enhance their knowledge of key concepts
- Demonstrated effective teaching skills resulting in improved grades by up to 30%

Financial Assistant (Volunteer)

2017 – 2018

Durham River Watchers, Pickering, ON

- Prepared financial statements for audit
- Tracked accounts receivable and payable to ensure financial solvency
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Accounts Receivable Clerk

2016 – 2017

Leon's, Whitby, Ontario

- Maintained sound understanding of the accounts receivable process
- Completed bank reconciliation statements and prepared consolidation financial statements
- Resolved discrepancies in customer accounts quickly and accurately
- Responded to and investigated customer queries, providing thorough information related to billing and payment terms
- Entered invoice data into in-house computer database system

KELLY STEVENS

Oshawa, ON, L1H 1K0

905-555-1234

kstevens@gmail.com

ADDITIONAL EXPERIENCE

Car Care Attendant/Cashier

2015 – 2016

Magic Car Wash, Oshawa, ON

- Recognized for consistently providing effective customer service
- Performed closing and lock up operations to ensure security compliance

Stock Clerk

2013 – 2015

Bulk Barn, Oshawa, ON

- Provided effective customer service and support to encourage repeat business
- Merchandised products to increase sales
- Ensured the cleanliness of store and customer safety
- Rotated stock to reduce wastage costs

EDUCATION

Business Administration - Accounting Advanced Diploma

Graduated April 2022

Durham College, Oshawa, ON

- Cumulative G.P.A. 4.2 out of 5.0 (equivalent to A) with Honour Roll standing for six consecutive semesters
- Studied cost accounting, economics, intermediate accounting, statistics, business law and taxation

SAMPLE RESUMÉ – PART-TIME WORK

Vicki Wan

647-555-1212

Bowmanville, ON, L1H 9K2

vwan@gmail.com

OBJECTIVE

To obtain part-time employment in Customer Service.

HIGHLIGHTS OF QUALIFICATIONS

- Use strong communication skills to determine customer needs and effectively resolve customer concerns
- Able to work with the team to meet sales targets and business goals, while also completing independent tasks in a timely manner
- Creative, resourceful and work well under pressure
- Able to remain calm when dealing with difficult or distressed customers
- Organized with demonstrated experience completing multiple project deadlines
- Proven ability to work shifts, including evenings and weekends

WORK EXPERIENCE

Clerk / Cashier 2018 - Present

Mr. Sub, Oshawa, Ontario

- Awarded “Staff Person of the Year” in 2019 for delivering superior customer service
- Conduct inventory checks to ensure adequate supplies are on hand
- Demonstrate leadership skills by training and guiding new staff in learning their roles
- Follow workplace safety guidelines and safe food handling policies

Sales Associate 2016 - 2018

Reitman’s, Pickering, Ontario

- Provided effective retail customer assistance
- Monitored stock levels and updated report tracking system for use by management
- Maintained store displays and merchandised for seasonal sales promotions

VOLUNTEER EXPERIENCE

Computer Tutor 2014 - 2016

John Howard Society, Oshawa, Ontario

- Tutored up to 14 children and young adults in the use of Microsoft Office 2013
- Demonstrated patience and friendliness while helping users develop new skills
- Worked without supervision while tutoring users in groups of up to 8 participants

EDUCATION

Law Clerk Advanced Diploma 2022 - Present

Durham College, Oshawa, Ontario

- Completing second year of three-year program
- Cumulative GPA 4.1 / 5.0; awarded Honour Roll in two consecutive semesters

SAMPLE RESUMÉ – GRADUATE

Josh Banter

Oshawa, ON, L2R 4T5 | 905.555.3453 | j.banter@gmail.com

OBJECTIVE To obtain the Electrical Apprenticeship (Job # 55-430) with Ontario Power Generation (The objective was included in this resum  as it allows the writer to add the job id # that would be required for OPG applicant screening processes)

HIGHLIGHTS OF QUALIFICATIONS

- Sound knowledge of safety in the workplace including WHMIS, Fall Arrest and Lock Out/Tag Out certifications
- Ability to read and interpret blueprints and schematics
- Advanced mathematical skills and ability to apply to trade
- Hands on experience piping, threading, wiring circuits and bending conduit
- Proven computer skills including AutoCAD, Microsoft Office
- Demonstrated report writing and verbal presentation skills
- Physically fit and able to lift heavy objects
- Open to shift work and available holidays and weekends

EDUCATION

Electrical Engineering Technician Diploma

Graduated April 2022

Durham College, Whitby, ON

- Topics studied include: Construction Safety, Instrumentation, Programmable Logic Control, Math and Communications
- Achieved Honour Roll standing in final semester

WORK EXPERIENCE

Stock Clerk

2018 - Present

Bulk Barn, Oshawa, ON

- Provide effective customer service and support to the general public
- Merchandise products to increase sales
- Ensure the cleanliness of store and customer safety

Delivery Driver

2017 - 2018

Domino's Pizza, Oshawa, ON

- Sanitized kitchen area and ensured safe food handling
- Adhered to strict drivers' safety rules and regulations

**For assistance in preparing a resumé, book an appointment
with a Career Development Coach:**

Book an appointment online at **Hired** (<http://hired.durhamcollege.ca>)

In-person / virtual appointments available

Oshawa campus: Student Services building, SSB 212

Whitby campus: Room 103B (Beside Enrolment Services)



hired.durhamcollege.ca

- Search full-time, part-time, contract, summer, & volunteer job postings
- Book one-to-one coaching appointments
- View upcoming recruiting events
- Explore valuable Career Resources for your program
- Employer Information Sessions

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