

Queen's Best Resumes



Queen's
UNIVERSITY

STUDENT AFFAIRS
Career Services

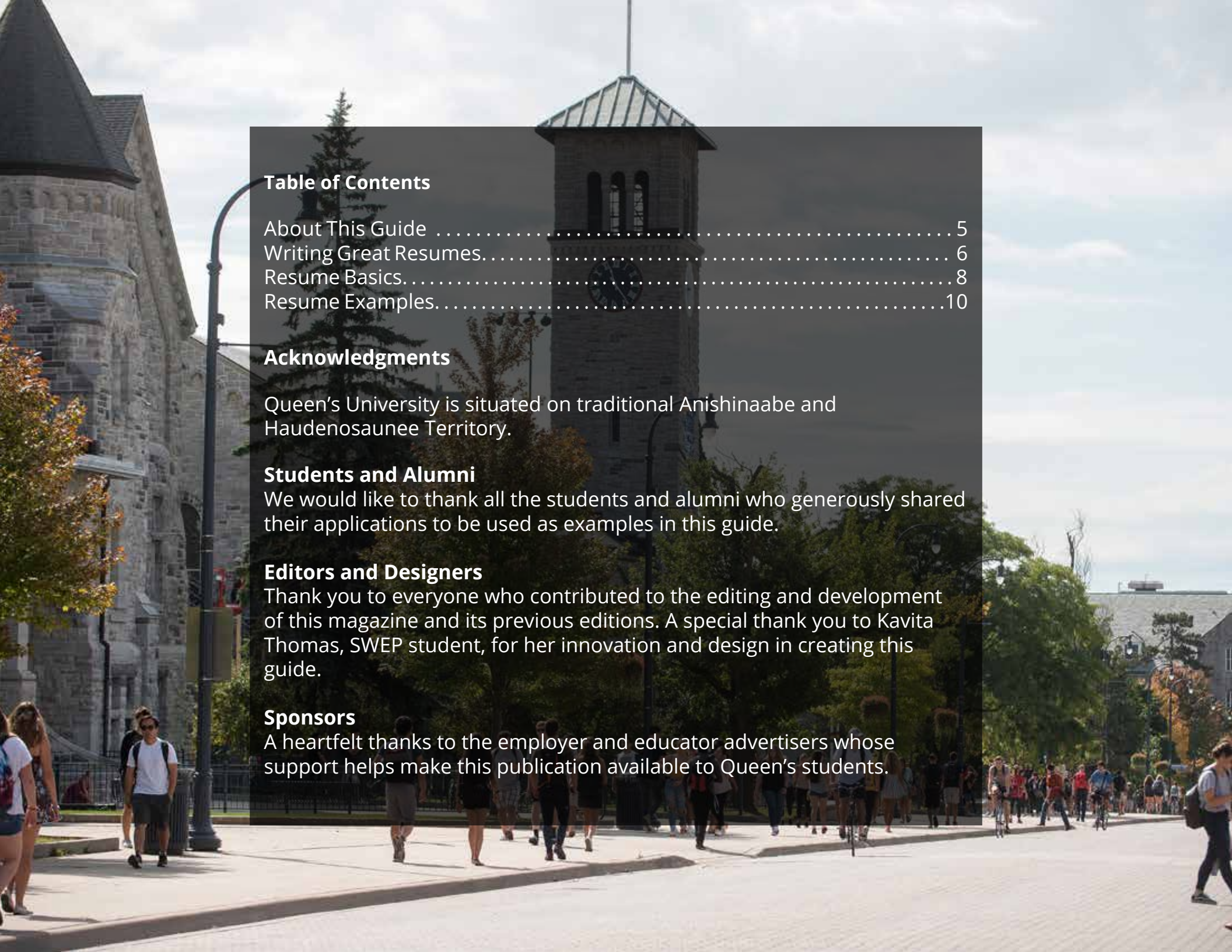


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Acknowledgments

Queen's University is situated on traditional Anishinaabe and Haudenosaunee Territory.

Students and Alumni

We would like to thank all the students and alumni who generously shared their applications to be used as examples in this guide.

Editors and Designers

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Sponsors

A heartfelt thanks to the employer and educator advertisers whose support helps make this publication available to Queen's students.



ABOUT THIS GUIDE

Whether you are applying for a part-time job, an internship, a volunteer opportunity, or your first role after graduating, the resources in this guide will help you communicate your skills and experiences. We have compiled examples from Queen's students to help you write your best application and prepare for an interview!

How to use this guide

In this guide you will find ideas and strategies for writing resumes. Each section includes examples to help you understand how you can best communicate your knowledge, skills, experience, and attributes. Each example is labeled with the strategies or approach the student has used to communicate their strengths and relevant experience.

For easy scanning, the examples are tagged with icons that indicate the student's experience. These tags can help you see how students with similar experiences to you describe them. Consider also looking at examples that don't match your experience; you might find a valuable strategy that you can use.

We have compiled these examples for your review, but no resume is perfect. As you read this guide and prepare your application, use your judgment to decide how to best tell your unique story of your skills and experience.

For more information on writing resumes, preparing for interviews, conducting a job search, or exploring your career options, visit us at Career Services!

ICONS LEGEND:



WRITING GREAT RESUMES: KEY IDEAS

A resume is a written document that demonstrates the connection between your knowledge, experience, skills, and attributes and the position you are applying to. It highlights your relevant experience, shows why you will be successful in the role, and gives evidence of what you can contribute. Taking the time to customize your resume for each application to show how your experience relates to a specific role can increase the likelihood of getting an interview.

Key Differences Between Resume and Curriculum Vitae

The terms resume and CV are often used interchangeably, but there is a difference. In Canada, resumes are used to apply for work-related positions (e.g. jobs, volunteer roles, internships). CV's are usually used to apply for academic or research-related roles. If you are not sure what type of document is being asked for, look at the position description and/or reach out to the organization for clarification.



- 1 Use the role description or position posting as a reference to guide what skills, experience, knowledge, and attributes you highlight on your resume.
- 2 Use keywords and phrases from the role description to show you have the experience and qualifications they are seeking and that you have read the description carefully.
- 3 Describe your skills and experience concisely. People may review your resume quickly, so it's important to present your information concisely.
- 4 Demonstrate your experience by describing your role and/or responsibilities, the skills you used and/or learned, and the outcome of your involvement.
- 5 Begin each description of your skills and experience with a carefully chosen action word.
- 6 Avoid using resume templates. Templates often cause formatting headaches and can limit your ability to customize your resume to best suit your experience and purpose. Also, templates are often incompatible with Applicant Tracking Software and can prevent your resume from being screened.
- 7 Proofread your resume. It is a good idea to have others proofread your resume to provide feedback and to check your spelling and grammar.
- 8 Avoid abbreviations and acronyms.
- 9 If you are submitting your cover letter and resume together as a pdf, your cover letter should come first, followed by your resume.
- 10 Consider the file name you will use for your document(s). Using your name and the role number as the file name is a safe choice (e.g., RSterling_Role12345_CoverLetter.pdf). Some postings might specify the naming structure for your files.

RESUME BASICS

Firstname M. Lastname
netID@queensu.ca | Phone

INTRODUCTION: PROFILE, OBJECTIVE, OR SUMMARY OF SKILLS

- Tailor your introduction to best suit the context of the role you are applying to based on your skills and experience
- For more information on when to use which introduction and examples, check out the Resume Module in the Career Services course.

EDUCATION

Bachelor's in Degree and Program Name
Expected YYYY

Queen's University, Kingston, ON

Relevant Courses: _____, _____, _____

Exchange: Name of University, Country, Term and Year

Other Education (e.g. Certificate, Diploma, or High School), Location
Month YYYY

Relevant Courses: _____, _____, _____

Awards: _____, _____, _____

RELEVANT EXPERIENCE

Title or Role, Organization, Location
Month YYYY - Present

- List the most recent or current experience first
- Include formal and informal jobs, volunteer work and internships

- Use bullet points, beginning each point with an action verb
- Use quantitative and qualitative terms and demonstrate the end result of your efforts
- Quantify your points with information such as number of people involved or time spent on a project

Title or Role, Organization, Location
Month YYYY - Month YYYY

- Use past tense action verbs for experiences that have ended
- Describe the scope/pace of the work and your level of responsibility
- Describe how you contributed, what you accomplished and the results of your efforts

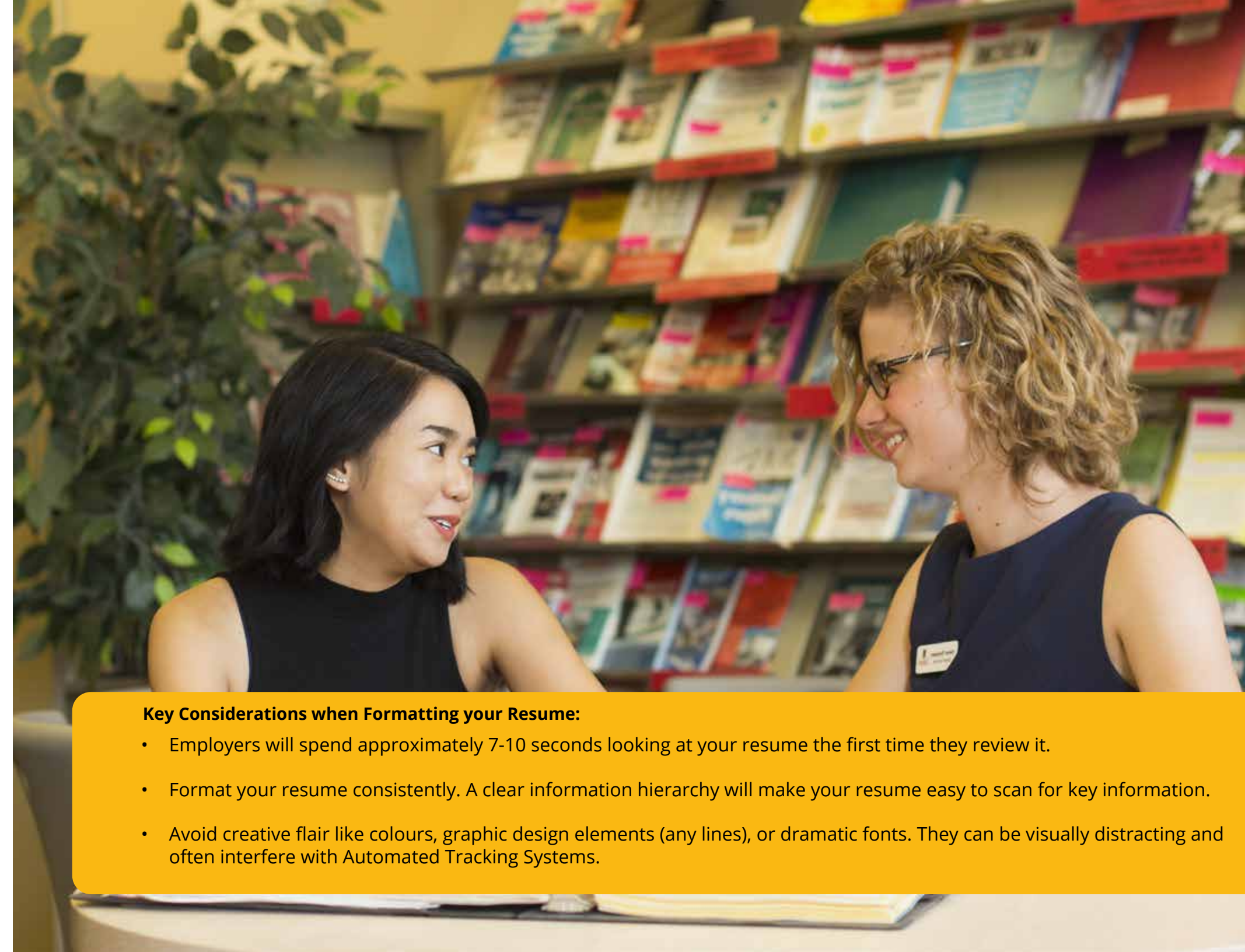
ACTIVITIES

Title or Role, Organization, Location
Month YYYY - Present

- Include athletic, academic, performance, professional or social activities

INTERESTS

You can include a few interests that will help you stand out in your application; this can be anything from baking to marathons or photography. This is an opportunity to show your personality and perseverance, especially if these interests showcase skills and talents not otherwise evident on your resume.



Key Considerations when Formatting your Resume:

- Employers will spend approximately 7-10 seconds looking at your resume the first time they review it.
- Format your resume consistently. A clear information hierarchy will make your resume easy to scan for key information.
- Avoid creative flair like colours, graphic design elements (any lines), or dramatic fonts. They can be visually distracting and often interfere with Automated Tracking Systems.



First year

Sam Baljovic

myemail@queensu.ca 123-456-7890

Summary

- Experienced camp counsellor, peer tutor and public speaker seeking an opportunity to impact youth and inspire an interest in engineering and the sciences
- Proven ability to organize and manage groups for events and shared learning activities
- Strong communication skills demonstrated through public speaking and tutoring
Excellent organizational skills developed by organizing large events like Relay for Life and Orientation at Queen's
- Current First Aid CPR Level C Certification

Education

2022 to Present – **BASc**, Queen's University, Kingston, Ontario

- Major in Mathematics and Engineering
- GPA of 3.83

2022 – Ontario Secondary School Diploma (94% average in top 6 courses)

- French Immersion Certificate

Relevant Experience

2022 to Present – **Member, Orientation Committee** at Queen's University, Kingston, Ontario

- Organized the first day of engineering orientation week 2017 for 700+ incoming students and 200 orientation leaders. Oversaw the hiring of 200 orientation leaders from a pool of 400+ applicants. Demonstrated strong interpersonal skills and an ability to effectively organize a large-scale, time sensitive event.

2022 – **Camp Counsellor** at Camp Misquah, Ottawa, Ontario

- Camp Misquah is a camp for adults with developmental disabilities. Campers required constant supervision and assessment to ensure they enjoyed a safe environment. Demonstrated patience, respect, and responsibility for the care of adults with developmental disabilities.

2021 to 2022 – **Entertainment Organizer** of Relay for Life, Napean High School, Napean, Ontario

- Created and ran the schedule for a 200-participant charity event. Involved public speaking and performing live with a band. The event raised \$40,000 in the first year.

2021 to 2022 – **Peer Tutor** for five Grade 11 and 12 students Napean High School, Napean, Ontario

- Tutored math and science subjects. Demonstrated not only a thorough knowledge of the material, but also the ability to communicate ideas in a way that was understandable for each individual.

2021 to 2022 – **Volunteer** with the Garage Band program, Cedarview Middle School, Napean, Ontario

- Guided young musicians in writing music from personal experience in the program.

2017 to 2021 – **Treasurer** of 1st Nepean Scouts Group.

- Acted as signatory and managed finances for local Scouts group.

Awards and Certifications

2022 – High School Athletic Letter and Silver Medal

2022 – Proficiency in Advanced Functions

2022 – School Nominee for the Loran Scholarship

2021 – Renewal of First Aid CPR C certification

2021 – Medalist in the Fermat Math Contest

2018 – Chief Scout's Award

Interests and Hobbies

Athlete: soccer, basketball, tennis, skiing and cross country running

Public speaker: spoke at Relay for Life fundraiser and the Queen's University Terry Fox Run

Musician and performer: guitarist with experience performing at many school function

Scouts Canada: 13 years of membership

Technical Skills

Microsoft Excel, Word, PowerPoint, MATLAB coding, Solid Edge and Solid Works CAD.

Like these "best" resumes? Make YOUR best resume today! Attend a strategy workshop and follow up with a resume appointment!

[Learn more at careers.queensu.ca](https://careers.queensu.ca)



Sam is targeting summer positions as a science camp counselor by

- prominently presenting related experience and skills in summary statement,
- showing personality by including relevant awards and certificates, and interests and hobbies,
- highlighting education and grades.



First year



Athletics



Entrepreneur

Nic Goldstein

myemail@queensu.ca | 123-456-7890

Profile

- Dance specialist ready for supervision role within dance camp field
- 5 years of progressive responsibility in dance instruction
- Entrepreneurship experience as dance coach
- Developing relevant project management and leadership strategies through academic program

Work Experience

Camp Counsellor, City of Markham, ON Summer 2023

- Promoted to Dance Specialist for Dance and Drama Camp based on diverse experience as a dance instructor and reputation for engaging learners
- Received enthusiastic feedback following final performance (6 teams of campers, 5-16 years old)
- Ensured safety of up to 36 campers (dance and swim) by monitoring adherence to safety protocols among instructors and initiating team review
- Learned how important advance planning and proactive consultation are when adapting curriculum for special needs

Dance Coach, Multiple Clients 2019 to Present

- Offer specialized dance coaching and intermediate/ advanced lessons for individuals and small groups
- Provide rehearsal and exercise expertise to improve dancer's form and performance quality
- Built small coaching business (8 clients, 8-16 years old) primarily through word-of-mouth recommendations

Program Instructor (part-time), City of Markham 2021 – 2023

- Dance instructor for a variety of community dance programs, including: Combo Craze Preschool, Bollywood/Hip Hop Preschool, Hip Hop Children, Dance to the Beat, Girls on the Go
- Dance Assistant for Bollywood Hip Hop Children and Combo Craze Preschool
- Planned and implemented engaging and age appropriate activities for children aged 5-12 attending community programs, resulting in increased responsibility
- Supervised groups of up to 20 children

Volunteer Experience

Teacher's Assistant, K&K Dance Dreamz 2018 –2022

- Gained insight into good teaching by assisting dance instructors

Counsellor in Training, City of Markham Summer 2019

- Supported counselors with daily activities such as staging a play and supervising swimming youth, aged 5-16

Education and Certifications

Bachelor of Applied Science, Queen's University, Kingston, ON 2020-2023

Dean's List (2017-2018 Academic Year)

Team Project (APSC 100: Orientation Garbage "Eradication" Project) 2020-2021

- Developed better strategies for succeeding by interviewing experienced engineers and reaching out to 4th year student leader within EngSoc
- Received positive feedback for ability to influence without direct authority in team of 5 first-years

Member of Residence Society at Queen's University 2020-2021

- Promoted in-residence exercise programming and influenced formal decisions through engagement in governance committee
- Explored, within a team of 4 students, future opportunities for dance programming through funding by the First Year Experience Fund

Project Management Course: Lynda.com. October 2021-December 2021

- Completed online project management course on the advice of mentors, in spite of 70 hrs/wk academic workload, by using "5-mins-at-a-time" approach during typically unproductive time

High Five Certification – Healthy Minds for Healthy Children 2019

Counsellor in Training Program, Markham, ON 2019

High School Diploma, St. Brother Andre, Markham, ON 2020

Community Recognition Award | Principal's List 2011

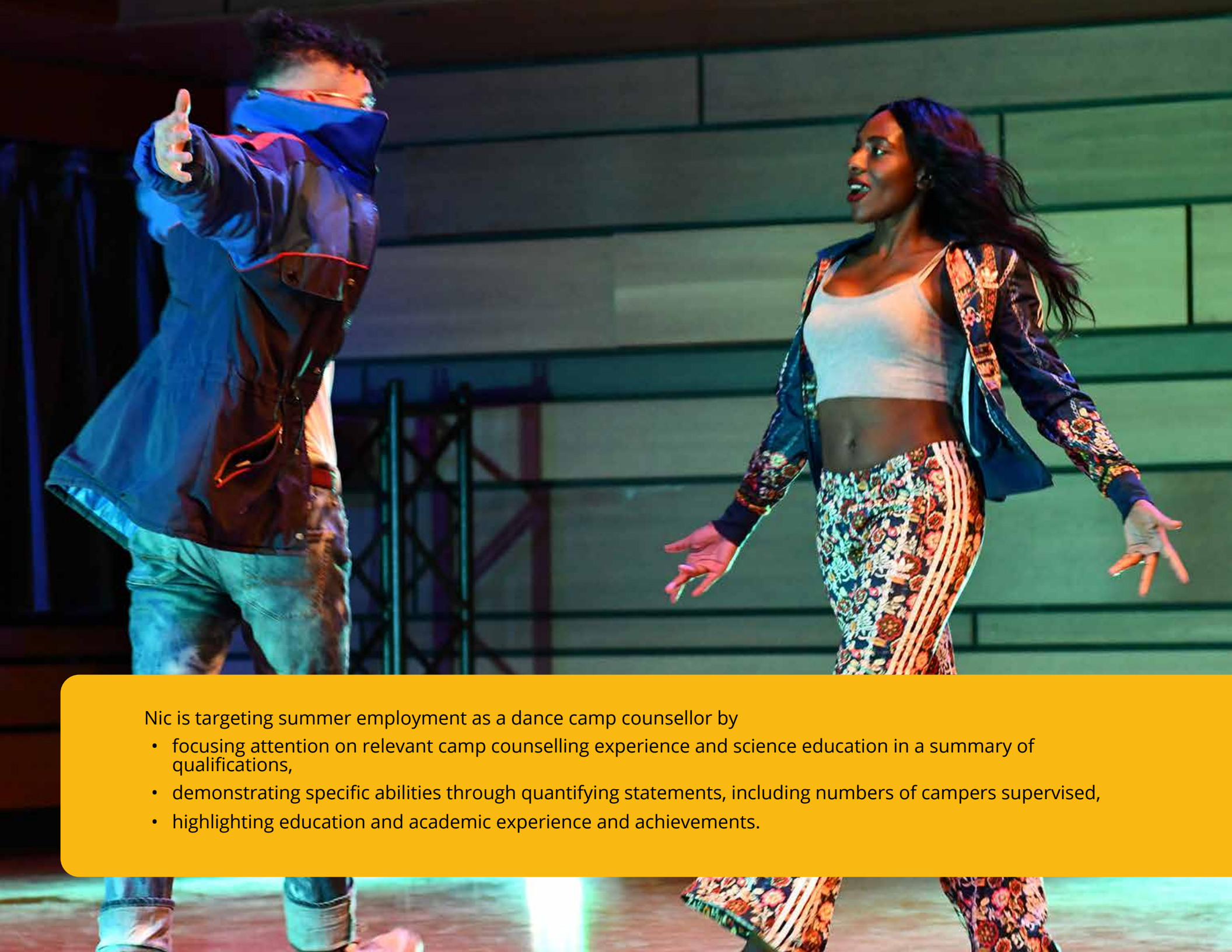
Interests and Activities

- Participated in Da Vinci Engineering Enrichment Program (DEEP) 2019
- Summer Engineering Program at University of Toronto

- Past member of Brother Andre Mentors

Computer Skills

Microsoft Word, Excel, Power Point, MATLAB and Solid Edge



Nic is targeting summer employment as a dance camp counsellor by

- focusing attention on relevant camp counselling experience and science education in a summary of qualifications,
- demonstrating specific abilities through quantifying statements, including numbers of campers supervised,
- highlighting education and academic experience and achievements.



First year Entrepreneur

Sameer Ali
myemail@queensu.ca
123-456-7890

Summary of Skills

- Enthusiastic and charismatic first year student with a passion for educating and entertaining
- Experienced tour guide and group leader
- Current Concurrent Education student, Queen’s University
- Ability to supervise and manage groups of up to 25 people
- Experience educating people of all ages and academic ranges
- First Aid – CPR Certified and High-Five Certified

Tour Guide Experience

Tour Guide – Museum Actor & Educator Summer 2022

Pickering Village Museum, Pickering, ON

- Acted as a role-playing tour guide for the dramatization of colonial village life
- Led groups up to 16 people on tours of a heritage site
- Demonstrated period activities including traditional games and candle making, and helped children with traditional crafts
- Provided information about historical buildings and customs, ensuring accuracy, and researching information when visitors had questions
- Received positive feedback from my supervisor and from parents about going beyond expectations in working with children

Fall Open House Preview

Faculty of Education, Queen’s University, Kingston, ON November 2022

- Acted as guide to prospective Queen’s concurrent education students
- Answered questions related to Queen’s concurrent education program
- Gave general information on programs and campus life

Additional Leadership Experience

Tutor January 2023 – Present

- Provide weekly individual tutoring to seven students to review concepts from class
- Explain class material considering multiple methods of learning
- Help students work through practice problems, leading to increased understanding and higher academic results
- Developed a website and social media graphics to promote my business

Gymnastics Coach 2018 – Present

Pickering Athletics Centre & Planet Gymnastics, Pickering, ON

- Instruct recreational classes, birthday parties and summer camps of groups up to 25 participants
- Prepare and deliver weekly lesson plans
- Monitor and evaluate student progress
- Plan fun and entertaining activities (including crafts) for summer camp
- Teach new skills through a variety of activities and progressions

Music Teacher September 2019 – August 2021

Private Contracts, Pickering, ON

- Taught students new skills with attention to learning style
- Provided feedback on progress and motivation for improvement
- Prepared and customized weekly lesson plans to meet the needs of diverse clientele
- Created business and secured a large client network by using effective promotional material and networking (clients ranged in age from six to twenty)

Conductor February 2019 – June 2021

St. Mary Catholic Secondary School, Pickering, ON

- Led weekly orchestra practices after school
- Taught and conducted a selection of music with a band of 14 students
- Managed preparations for concert including programming, marketing, booking and seating
- Performed in three public concerts

Education September 2022 – Present

Bachelor of Music / Bachelor of Education
Queen’s University, Kingston, ON

High School Diploma June 2023

St. Mary Catholic Secondary School, Pickering, ON

Graduating Average: 95.2%: Honour Roll

Awards and Certificates

- Cardinal Carter Award June 2023
- Visual and Performing Arts June 2023
- Ontario Scholar June 2022
- English Award of Excellence June 2022
- St. Mary Value Award June 2022
- Highest Overall Average November 2019, 2020, 2021

80% of jobs aren’t listed online or on job posting boards. Learn how to find hidden jobs at our “Effective Networking” workshop!

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Sameer is targeting part-time employment as a tour guide by

- highlighting relevant experience in tour guide and leadership sections,
- opening with a summary of skills that matches skills and experiences to the job description,
- including awards and certificates to demonstrate exceptional achievement.



Athletics



Technical skills



Skills From Academics

Shane Collier

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myemail@queensu.ca

Objective

Chemical engineering student seeking the opportunity to utilize technical, professional and interpersonal skills in an industrial setting related to the oil and gas industry in the areas of extraction and processing.

Key Skills and Strengths

- **Technical and numerical literacy** – University experience in science and engineering has given me a thorough understanding of fundamental chemical, physical and mathematical principles
- as well as their applications in modeling and solving real-world problems.
- **Written and oral communication** – Written communication skills developed by drafting technical reports, generating summaries of experimental results, and corresponding with peers, professors and administrative staff via email. Oral communication skills developed in similar avenues, and compounded by time spent working in Costco Wholesale's bakery, where communication and cooperation were essential in meeting production quotas.
- **Experience in fast-paced work environments** – Worked in a large-scale bakery with aggressive production quotas, strict quality standards and extensive sanitation requirements taught a wealth of personal management and interpersonal skills necessary to consistently meet employer expectations.
- **Teamwork and group dynamics** – Proficiency in team environments was fostered by time spent in an industrial-scale bakery, where a small group of 15-20 individuals were responsible for the production and packaging of vast amounts of baked goods. In addition, many courses in Queen's Chemical Engineering curriculum require extensive teamwork and project management to produce large deliverables.

Education

Bachelor of Applied Science: Chemical Engineering (Process Option) Current
Queen's University – Kingston, Ontario

- Currently working towards completion of third year studies, cumulative GPA of 3.73 on a 4.3 scale.
- Received the distinction of Dean's Scholar in most recently completed academic period.
- **Relevant courses** – Engineering Practice, Analysis of Process Data, Chemical Processes and Systems, Fluid Mechanics, Thermodynamics of Fluids, Process Dynamics and Numerical Methods.
- **Relevant projects** – In an engineering practice course, worked as part of a team to design a custom chain-hoist anchor point for a local cement company. This course emphasized fundamental design principles, as well as team dynamics and project management techniques that resulted in a refined understanding of tools needed to manage a team.
- Queen's Engineering emphasizes the completion of projects and assignments that mimic real-world situations where the needs of multiple stakeholders need to be considered in situations involving design and analysis. The applied nature of the curriculum has been helpful in developing an appreciation for the needs of all stakeholders in addition to the underlying technical principles in a design context.

Bachelor of Science: Biochemistry and Biotechnology 2020- 2022
University of Western Ontario – London, Ontario

- Studies at University of Western Ontario provided an extensive background in fundamental principles of chemistry. After two years of study, transferred to the chemical engineering program at Queen's University.
- Achieved a major GPA of 91.37% and a cumulative GPA of 89.63%.
- Maintained a high GPA for the duration of studies, resulting in placement on the President's Honour Roll and Dean's List for all academic periods between fall 2020 and summer 2022.
- Received a renewable GPA-based scholarship for all academic terms (\$800), a GPA-based entrance bursary (\$1000), and a recognition of achievement bursary (\$1500) in the 2022 winter academic period.

Work Experience

Bakery Staff 2020 - 2022
Costco Wholesale – London, Ontario

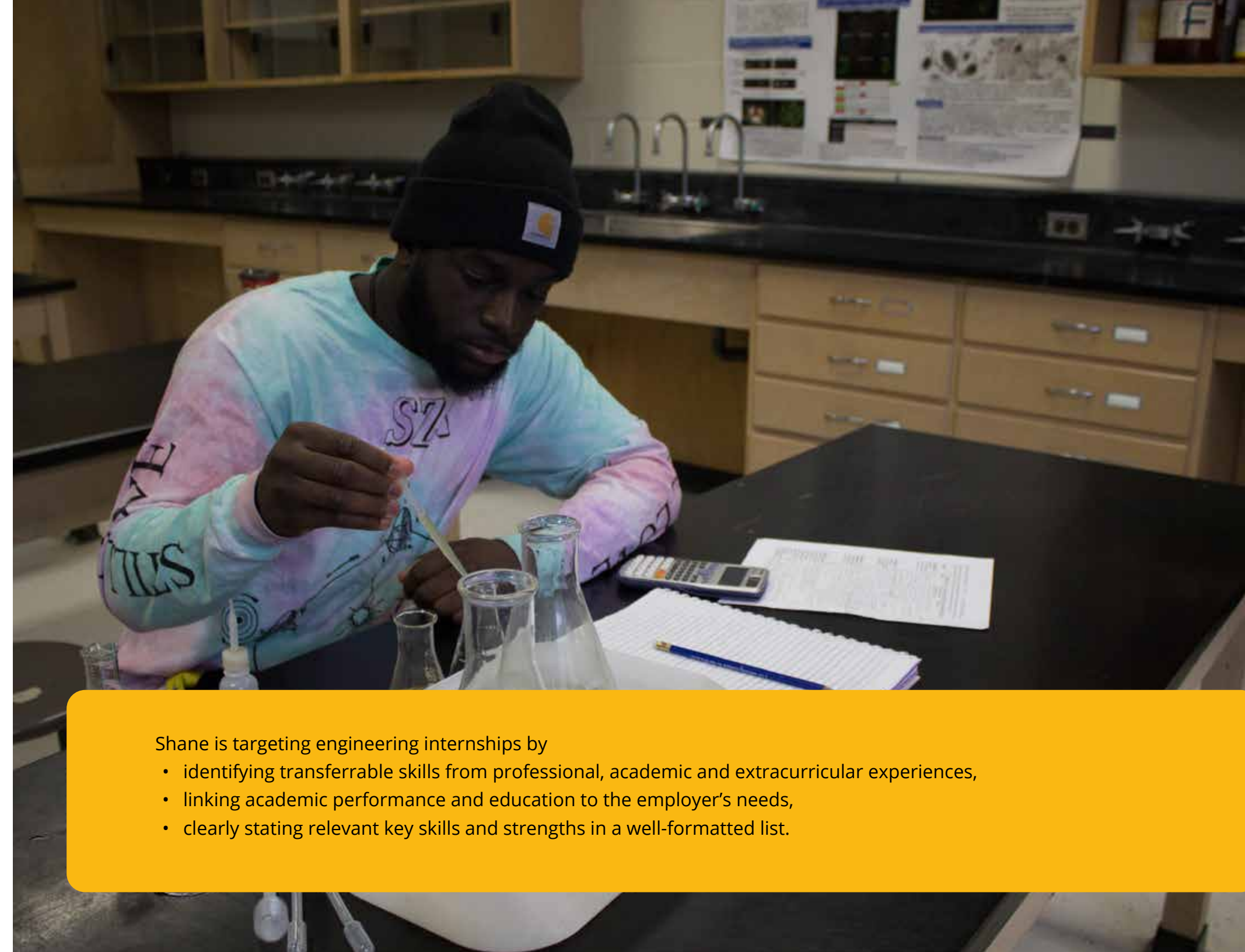
- Worked with a tight-knit team to produce and package high volumes of baked goods, resulting in above \$2 million in net sales for the department in 2022.
- Performed nightly sanitation procedures to ensure no sanitation-related shutdowns occurred, and that our members received high-quality and safe food products.
- Participated in a diverse range of roles within the department, including AM/PM production team, AM/PM packaging team, morning stock personnel and nightly sanitation staff. Regarded by managers as an adaptable and competent worker.
- Developed a personalized system for closing and sanitizing the bakery that became standard operating procedures for the department and was taught to all new staff.

Interests

- **Boxing** – Actively training at a boxing club located in Kingston, with the goal of participating in an amateur bout in April. Effective participation in this sport requires dedication, attention to detail, and mental toughness. Boxing requires effective time management, as balancing personal investment into boxing with academics, social endeavors, and the search for internship positions.
- **Chess** – Constantly improving the quality of play and expanding understanding of proper tactics, strategy and opening theory are all important to success. Growth achieved through independent web-based research and analysis of games from high-level players.
- **Finance, investment and business** – Learning about how individuals and businesses effectively manage their assets. Financial aptitude is beneficial not only in personal matters, but also in a professional engineering context where technical and financial considerations always intersect.

Additional Information

Currently possess an Ontario "G" class license
References are available upon request



Shane is targeting engineering internships by

- identifying transferrable skills from professional, academic and extracurricular experiences,
- linking academic performance and education to the employer's needs,
- clearly stating relevant key skills and strengths in a well-formatted list.



Technical skills



Skills From Academics

Navin Slaklas

123-456-7890 | myemail@queensu.ca

Summary

- Bachelor of Applied Science candidate, Queen's University, GPA: 4.0
- Recipient of Principal's Scholarship award for academic excellence (95%+ average)
- Working knowledge of Solid Edge modeling, MATLAB, C, and Robot C programming
- Certified in: Advanced Wilderness First Aid, Avalanche Safety, and WHMIS
- Bilingual: English and French fluency

Technical Experience

- Electrical Team** 2021 - Present
- Queen's Baja SAE Design Team, Queen's University, Kingston, Ontario
 - Manufacturing, racing and marketing a competitive, off-road vehicle
 - Researching and implementing basic circuits necessary for regulation compliance
 - Taking initiative to learn C programming language for a GPS unit that integrates speed and lap display

- APSC 100 1, 2, 3 – Practical Engineering Modules (Coursework)** 2021
- Queen's University, Kingston, Ontario
- Complex, open-ended problem solving, mathematical modeling, and MATLAB coding
 - Cost-benefit analysis, including ethical principles and engineering codes and standards
 - Physics and chemistry lab experimentation and report writing
 - Practical engineering design and construction of a multi-system model rocket launcher in consultation with an external client in Toronto area
 - Developed team skills: professionalism, delegation of tasks, meeting deadlines, goal setting

- APSC 151 – Earth Systems Engineering (Coursework)** 2021
- Queen's University, Kingston, ON
- Risk management and hazard mitigation techniques for earthquakes, tsunami, and mass wasting/slope stability events
 - Sustainability and ecological impact of development/industrial processes
 - Practical laboratory analysis of geological structures, minerals, and rock formation

- Construction Labourer** 2020
- Frank Johnston Construction, Winnipeg, MB
- Demonstrated perseverance during long shifts through adverse weather conditions
 - Heavy lifting of lumber, cinderblocks, and earth
 - Boat in/boat out construction

Education

- Bachelor of Applied Science (BASC) – Geological Engineering** Expected 2023
- Queen's University, Kingston, ON
- 4.0 GPA; Designated Dean's Scholar

Relevant Courses:

- APSC (Applied Science) 100: 1,2,3 – Practical Engineering Modules
- APSC 151 – Earth Systems Engineering
- Experience with Solid Edge modeling, MATLAB, C, and Robot C programming

Training and Certification

- Advanced Wilderness First Aid** 2021
- Canadian Red Cross, Kingston, Ontario
- Industry recognized certification in CPR-C, AED, and Wilderness and Remote First Aid

- Avalanche Safety Training: Level 1** 2021
- Canada West Mountain School, Vancouver, British Columbia
- Trained in companion rescue and safe travel techniques
 - Basic slope stability analysis – avalanche formation and release

- Workplace Hazardous Materials Information System Training** 2021
- Queen's University, Kingston, Ontario

- DELFI International French Language Assessment: Level B2** 2020
- Diplômes d'Etudes en Langue Française – administered by France's Ministry of Education
 - Level B2 – the highest certification available under DELFI

- Additional Experience Intern, Community Engagement Department** 2021
- Manitoba Planetarium and Science Gallery, Winnipeg, Manitoba
- Researched, developed, and built a public Science World exhibit. Included organizing purchases, inter-departmental coordination and report writing/presentations
 - Created content for use in Science World's programs, website, and school outreach

- Honours, Awards, and Scholarships**
- Principal's Scholarship for academic excellence (95%+ average), Queen's University
- Graduation Program Scholarship for top provincial exam results, Manitoba Ministry of Education

- French Immersion Program** 2014 - 2019
- Galt Secondary School, Winnipeg, Manitoba



Navin is targeting technical or engineering summer employment opportunities by

- using a summary to lead with the most relevant information for the target positions,
- demonstrating skills learned through course projects,
- disclosing an exceptional GPA in field of study.



Extracurriculars



Technical skills



Athletics

CORDELIA LEE
123-456-7890
myemail@queensu.ca

OBJECTIVE

- Energetic and dedicated student pursuing a degree in Psychology and Health Studies. Interested in applying well-developed communication and organizational skills in a summer administrative role in a health clinic setting.

EDUCATION

Bachelor of Arts, Honours, Queen's University, Kingston, ON
2021 – Present

- Awarded Principal's Scholarship for high academic achievement (98% average)
- Pursuing a degree in Psychology and Health Studies

ADMINISTRATIVE EXPERIENCE

Customer Service, Queen's University, Career Services, Kingston, Ontario
2022 – Present

- Praised for communication and organizational skills while acting as interim receptionist
- Approve job advertisements from external employers for posting on the MyCareer job board
- Check books in and out through the library system and keep library area organized

Administrative Assistant, Lanark Community Programs, Carlton Place, ON
2021

- Managed and organized files, while maintaining confidentiality
- Independently entered important information into the organization's database
- Trusted to photocopy, shred and fax confidential information

Administrative Volunteer, Lanark Community Programs, Carlton Place, ON
2020 – 2022

- Prepared and shredded confidential files

ADDITIONAL WORK EXPERIENCE

Dance Instructor, 5-6-7-8, Kingston, ON
2022 – Present

- Teach classes of 12 children ages 3-12 a variety of dance disciplines
- Collaborate with staff, students and parents to ensure that students receive training aligned with their skills and interests
- Chosen over 8 other instructors to choreograph routines for year-end dance show

Cashier, Nicholson's Sundries, Pakenham, ON
2022 – Present

- Work the cash independently and bag grocery items
- Serve and check ID for alcohol, cigarettes and lottery tickets
- Interact with the public and collaborate with management to improve daily functions

Dance Choreographer, Arnprior School of Dance, Arnprior, ON
2019 – 2021

- Choreographed routines for students of various ages for the competitive season
- Oversaw routines to ensure all aspects are being completed correctly
- Collaborated with students to help better their technique and skills

Seasonal Employment, 5 Span Spuds, Pakenham, Ontario
2018 – 2021

- Trained new employees and collaborated with management to improve daily functions
- Prepared and served food to customers
- Worked the cash independently

Dance Instructor and Choreographer, Almonte Academy of Dance, Almonte, ON
2019 – 2021

- Trained classes of 10 young dancers in various dance disciplines
- Coached dancers to improve their technique and skills in private lessons and groups classes
- Choreographed routines for competitive dancers of all ages

EXTRACURRICULAR AND VOLUNTEER EXPERIENCE

Research Assistant, Dr. Tam, Psychology Department
2022-2023

- Compiled a bibliography of articles on anxiety in early adolescence
- Entered survey data into statistical software, ensuring accuracy

Peer Academic Advisor, Queen's University, Faculty of Arts and Science, Kingston, ON
2022 – Present

- Peer Academic Advisor for first year students within the Arts and Science Faculty
- Interpreted complex regulations for students, explaining processes in simple language

Orientation Leader, Queen's University, Kingston, ON
Summer 2021

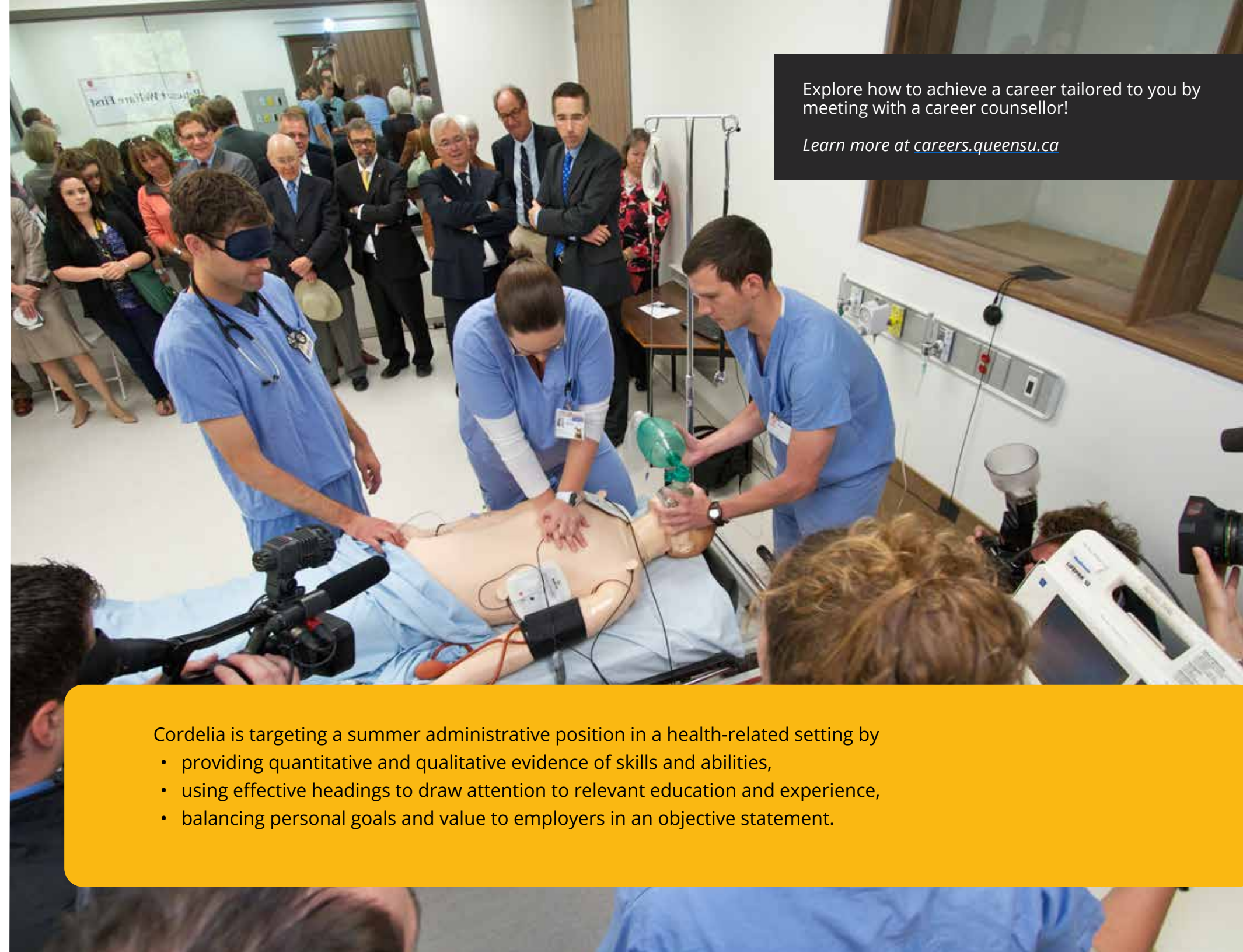
- Orientation Leader (Gael) for first year students transitioning from high school to university
- Provided warm and friendly interactions, helping new students feel welcomed to campus

Volunteer, Almonte and District High School, Almonte, ON
2019 – 2021

- Taught dance to elementary and high school students for physical education curriculum
- Assisted past teachers with moving and organizing their supplies into a new classroom setting

ADDITIONAL SKILLS AND INTERESTS

- Smart Serve Certified – 2019
- Dannscon Teacher Training Program – 2019 – 2020
- Dance Assistant Course – 2017



Explore how to achieve a career tailored to you by meeting with a career counsellor!

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Cordelia is targeting a summer administrative position in a health-related setting by

- providing quantitative and qualitative evidence of skills and abilities,
- using effective headings to draw attention to relevant education and experience,
- balancing personal goals and value to employers in an objective statement.



Graduating Year



Work or Study Abroad

LISA LEUNG

123-456-7890
myemail@queensu.ca

OBJECTIVE

Graduating multilingual commerce student specialized in accounting. Seeking to leverage my education and international experience in corporate and government environments to grow in a challenging position with a multinational financial firm.

EDUCATION

Bachelor of Commerce, Queen's University, Kingston, ON **2019-Present**

- Specializing in Accounting with a cumulative 3.85 GPA
- Queen's University Principal's Scholarship, D.I. McLeod Dean's List Scholarship
- Exchange to Crestiqua University, Spain (Fall/Winter 2022-2023)

BUSINESS-RELATED EXPERIENCE

Pensions & Insurance Plans Assistant, Department of Foreign Affairs, Trade and Development, Ottawa, ON **2022**

- Performed nearly 600 audits on the salary data of Canada's locally engaged staff (LES) around the world
- Identified underpayments and overpayments to ensure the accuracy of individual pension plan calculations
- Verified existing documentation of countries' social security programs against updated funding estimates and online resources to produce a revised appendix for the 2021-2022 Annual Report
- Experimented with Excel functions and formulas to efficiently digitalize decades worth of LES salary scale data, making the records more practical and accessible for future use

Summer Intern, Bank of China, Shanghai, China **2021**

- Persuaded 85% of small business owner clients to further engage with the Bank of China over other alternatives
- Transcended foreign language and cultural barriers to establish strong customer relationships
- Collaborated with an Account Manager in conducting out-of-house negotiations with clients, providing personal input as requested and exercising cross-cultural business sensitivity

RELEVANT EXTRACURRICULAR EXPERIENCE

Canuck, Exchange and Transfer Committee, Queen's University, Kingston, ON **2021-2022**

- Facilitated the transition and integration of 36 international exchange students into Canadian university life
- Counseled and hosted events for exchange students throughout the academic year to showcase Canadian culture and positively shape their Queen's experience

Math Tutor, Commerce Kids, Queen's University, Kingston, ON **2020-2021**

- Tutored members of a third grade math class at an elementary school to help students overcome academic challenges, and facilitate learning and personal growth

ADDITIONAL EXPERIENCE

Client Service Assistant, Queen's Career Services, Queen's University, Kingston, ON **2021-Present**

- Gained experience prioritizing and addressing diverse inquiries from client, including students and employers

LANGUAGES

- Fluent in English
- Intermediate abilities in French
- B1 level diploma for proficiency in French: DELF (Diplôme d'études en langue française)
- Working proficiency in Mandarin (Chinese)



Extracurriculars



Technical skills



Graduating Year

Kevin Wasmua

T: 123-456-7890 E: kwasmua@queensu.ca
LI: www.linkedin.com/in/k-wasmua

OBJECTIVE

As a new graduate, I am looking to transform my passion for technology, my technical knowledge, leadership, and strong customer service skills into a career at a telecommunications company.

EDUCATION

Bachelor of Applied Science – Electrical Engineering – Queen's University **2018-2022**

Expected to graduate in 2019 with Honours. Recognized with the Mark Latham Memorial Award, the Adam Wallgren Memorial Award, and the Jacob Malomet Award.

Relevant courses include: Computer Systems Architecture, Fundamentals of Information Structures, Software Performance Analysis

EXPERIENCE

Vice-President (Student Development) – Queen's Engineering Society **Present**

One-year term as an elected representative of 2700 engineering students. Leader of a multi-faceted, two million dollar organization designed to serve students. Advocated for students to the Alma Mater Society, Queen's University and the Kingston community at large. Coordinated out-of-classroom learning experiences including a vast array of competitive design teams, clubs and conferences. Navigated University politics and administration to enhance student initiatives providing learning opportunities for students to learn, grow, and excel as leaders. Past roles include serving as the Director of Information Technology.

Additionally served as Deputy Speaker and Chief Electoral Officer of the Alma Mater Society.

Director & Assistant Director of Business – Science Quest **2018 to 2019 & 2020 to 2021**

Managed general operation of classroom workshops, educational summer camps and outreach initiatives that inspire over 5500 youth each year. Managed a staff team of 18 while working closely with the Queen's University and Kingston communities. Worked to place an emphasis on safety within the business, along with professional customer service. Leveraged changes to revitalize relationships with customers and stakeholders, while measurably increasing business volume by over 15%.

Teaching Assistant – Queen's University **January – May 2021**

Assisted with instruction of a second year electrical engineering course. Worked closely with students to provide individualized attention and assistance. Collaborated with the instructor to ensure efficient operation of the course. Formally recognized by Queen's University as undergraduate teaching assistant of the year for both electrical and computer engineering faculties.

Counselor – YMCA Camp Pine Crest **Summers 2015, 2016, 2017**

Worked as a camp counselor at YMCA Camp Pine Crest. Responsibilities included the supervision of a group of eight participants 24 hours per day, working directly with participants to help them grow as people, provide quality and purposeful programs for all participants and working as a team with co-workers to ensure a positive experience for participants.

Enrichment Studies Unit Instructor – Queen's University **April – June 2019**

Worked as an instructor for the Queen's University Enrichment Studies Unit outreach program. Responsibilities included developing and delivering engaging and educational programs to motivated students (grades 6 to 11), ranging in length from one to five days. Programs were designed to teach participants about engineering and the associated design processes.

References available upon request.

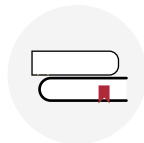


Lisa is targeting entry-level positions in the financial sector by

- focusing on the fit between unique skills, specialization and the employer's needs,
- quantifying the impact of performance and benefits to previous employers,
- drawing attention to finance-related experience.

Kevin is targeting technical work at a telecommunications company by

- focusing his objective on what he has to offer,
- explicitly stating leadership experiences,
- quantifying results throughout his descriptions to provide evidence of his accomplishments.



2nd or 3rd
Year



Technical
skills



Skills From
Academics

Tony Kaar

123-456-7890, myemail@queenu.ca

Profile

Motivated 3rd year Chemical Engineering student driven for excellence searching for a challenging position to contribute technical competence with process and product development. Experience and proven leadership and decision-making skills gained from employment in an industrial setting.

Summary of Strengths

- **Problem Solving:** Helped troubleshoot malfunctioning glass cutting CNC machine, identifying frayed wiring, and replacing the component to restore complete functionality of machine
- **Strong independent work ethic:** Capable of identifying where assistance was most needed in a complex manufacturing production line, helped to improve overall productivity of the company
- **Proven leadership and management skills:** Helped manage shipping department for a fast paced manufacturing company, lead employees in effective time management to meet deadlines
- **Communication skills:** fluent written and verbal communication in English and French

Education

B.Sc. Chemical Engineering **2021-present**

- Queen's University, Kingston, ON
- Relevant courses: Professional Engineering Skills, Technical Communications II, Chemical Reaction Engineering, Laboratory Projects I, and Phase and Reaction Equilibrium
 - Contributed analytical processing and problem solving in team projects, including recent project that involved the design of a chemical reactor
 - Received Dean's Scholar award for maintaining an academic average over 80%
 - Member of the Queen's University Engineering Rugby Team

Relevant Experience

Assistant General Manager and Factory Supervisor **May-September 2023**

- VV Glass Specialties, Woodstock, ON
- Promoted to Supervisor and later Assistant General Manager
 - Supervised production, identifying and resolving production issues such as glass defects
 - Optimized order organization, increasing overall production efficiency
 - Wrote and implemented glass quality standards guidelines for employees and consumers, leading to resolution of conflicts with a problematic client
 - Actively promoted communication, teamwork and organization among coworkers resulting in greatly improved production speeds of tempered glass windows

Factory Labourer

May-September 2022

VV Glass Specialties, Woodstock, ON

- Meticulously completed assigned tasks and proved competence by successfully working at any position along the production line
- Performed beyond employer expectations, taking active role in window production by identifying where help was most needed
- Swiftly learned shipping protocol and order system, aiding with organization of finished products and efficient delivery to clients

Additional Experience

Wendy's, Brantford, ON

- Prepared and served food in a demanding kitchen environment with consistent attention to health and safety and quality food service protocols
- Effectively communicated with coworkers to ensure customer's needs were met
- Quickly adapted to multiple positions, assisting with service and food delivery as required

Tutor

November 2019 - October 2020

Lilliana Sopinka, Bolton, ON

- Provided French tutoring for two young children in reading, writing and oral communication
- Assessed learning needs and designed appropriate learning activities
- Helped children improve by one and two grade levels respectfully

Interests

- Participated in competitive athletics throughout high school including; cross-country running, cross-country skiing, track and field and archery.
- Earned a bronze medal at the Regionals in 2008 for archery
- Have continued with skiing and archery, but more recently started playing rugby

Test drive your career choice with a 12 or 16 month internship!

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Tony is targeting technical summer employment by

- offering a summary of strengths that boldly supports a good fit with target positions,
- describing educational achievements and relevant academic experiences,
- using a profile that includes a specific goal and related strength.



Athletics



Technical skills



QUIP

Carla Lopez

123-456-7890

Summary

- Third year Computer Engineering (BASc) student with strong interest in software development
- Project management experience gained through practical work experience and adapting to education-related demands and timelines
- Experience in team-based, collaborative project work and software upgrade procedures during summer internships at Hydro Ottawa Limited and Chipdecks
- Demonstrated strong interpersonal and communication skills from three years of customer service experience

Education

Bachelor of Applied Science, Computer Engineering (Candidate) 2020 – Present

- Queen's University, Kingston, ON
- 3rd year Computer Engineering student, GPA: 3.26
 - ELEC 271 (Digital Systems) and ELEC 274 (Computer Architecture)

Ontario Secondary School Diploma 2016-2020

Bishop Belleau Catholic School, Moosonee, ON

Relevant Experience

Hydro Ottawa Limited - Summer Student Employment Program, Ottawa, ON 2022

- Acted as a member of the Enterprise Solutions Group
- Collaborated with stakeholders within the company to produce a schedule of tasks for the enterprise resource planning (ERP) tools upgrade
- Organized software upgrade, implementation, and training for internal digital display solution in coordination with a contact external to the company
- Individually facilitated an export of data from the previous contact management solution in Salesforce and implemented a new CRM solution in Microsoft SharePoint
- Completed tasks, including upgrades and exports, efficiently and without errors.

Chipdecks - Summer Student Employment Program, Ottawa, ON 2021

- Assisted computer engineering team with reverse-engineering and patent infringement analysis of semi-conductors and electronic systems
- Adapted software data flow models and diagrams for current applications from verbal and handwritten descriptions

Additional Employment Experience

Produce Clerk - Metro, Inc., Thunder Bay, ON 2019 – 2020

- Provided customer service to answer questions and concerns
- Monitored the produce section of the grocery store, stocked fruits and vegetables
- Gained forklift experience while helping in shipping and receiving department

Produce Clerk 2017 – 2018

- Northern Store, Moosonee, ON
- Stocked produce section of grocery store
 - Trained as support cashier to help during busy times

Moosonee Softball Umpire 2017 – 2018

- Town of Moosonee, Moosonee, ON
- Responsible for the safety of players and maintaining control of the game in a fair manner
 - Became one of the most relied upon umpires in the area

Leadership Experience

Volunteer Camp Counsellor 2016 – 2018

- Supervised group of 15 campers aged 11 to 14 through a variety of daily camp activities

Link Leadership Program 2016 – 2018

- Bishop Belleau Catholic School, Moosonee, ON
- Mentored incoming Grade 9 students to ensure a smooth transition into high school life
 - Organized and led monthly meetings with early-year students to develop learning and problem-solving strategies

Team Captain 2018 – 2019

Bishop Belleau Hockey Team, Moosonee, ON

Team Captain 2018

Bishop Belleau Volleyball Team, Moosonee, ON

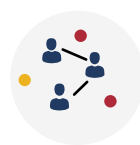


Carla is targeting QUIP internship opportunities in engineering by

- connecting education to work-related skills,
- offering specific task descriptions of experiences,
- identifying transferrable skills gained through relevant extracurricular activities.



Athletics



QUIP



Skills From Academics

Paul Case | myemail@queensu.ca | 123-456-7890

PROFILE

- **In-depth analytical skills:** refined as a Summer Analyst at Scotiabank and through content and projects in Financial Markets and Risk Management
- **Exceptional verbal communication skills:** developed through working as a Customer Service Representative at Scotiabank
- **Strong research and planning skills:** as a result of participation in three Queen's executive committees organizing conferences

EDUCATION & AWARDS

- **Bachelor of Arts with Honours (Economics),** Queen's University, Kingston, ON 2021-Present
 - Minor in Global Development Studies
 - Relevant courses: Financial Markets and Risk Management, Macroeconomic Theory, Microeconomic Theory, Economic Development, Introduction to Statistics, Integral and Differential Calculus

- **"Volunteer of the Month Award",** Queen's Alma Mater Society February 2022
 - Awarded to a volunteer who shows outstanding dedication and commitment

RELEVANT EXPERIENCE

- **Customer Service Representative,** TD Canada Trust, Kingston, ON 2023-Present
 - Process account transactions, reconcile and deposit daily funds
 - Inform customers of bank products, provide account status data, and refer public to designated personnel

- **Summer Analyst,** Scotiabank, Toronto, ON 2022
 - Worked independently and as part of a team to review business accounts for errors
 - Assisted small business branches in correcting account errors

- **Logistics Coordinator,** Queen's Model Parliament, Queen's University, Kingston, ON 2022, 2023
 - Organized venues and equipment for a four-day, 330 delegate conference held on Parliament Hill in Ottawa
 - Organized special occasions permit, sponsorships, and alumni relations

- **Pool Supervisor, Swim Instructor & Lifeguard,** Queen's University, Kingston, ON 2022-Present
 - Developing leadership skills though being responsible for patron safety
 - Demonstrating responsibility through overseeing pool operation

- **STRIVE,** Queen's University, Kingston, ON 2022-Present
 - Students Taking Responsible Initiatives for a Viable Environment
 - Contributing to a student-run committee focused on advocacy for environmental issues
 - Hosted a speaker's night and various fundraisers

- **Queen's Cross Country Racing Team,** Queen's University, Kingston, ON 2021-Present
 - Represented Queen's University at multiple races
 - Train with the team over 12 hours per week

ADDITIONAL WORK EXPERIENCE

- **Swim Instructor & Lifeguard,** Queen's University, Kingston, ON 2021-2023
 - Learned various communication skills and how to be effective in a team setting

- **Swim Instructor & Lifeguard,** Lifetime Athletic, Mississauga, Ontario 2020-2021
 - Enhanced communication skills through teaching lessons to various age groups

- **Cashier, Grocery Checkout,** Queen's University, Kingston, ON 2020- 2021
 - Ensured quality experience of customers

- **Intramural Water Polo Referee,** Queen's University, Kingston, ON 2022- 2023
 - Responsible for enforcing rules and ensuring fair play

ADDITIONAL VOLUNTEER EXPERIENCE

- **Logistics Coordinator,** Queen's Model UN, Queen's University, Kingston, ON 2022-2023
 - Organized venues and equipment for a four-day inter-university conference
 - Arranged transportation, food, and clothing for the conference

- **Logistics Coordinator,** Queen's Model Court, Queen's University, Kingston, ON 2022
 - Organized venues and equipment for a two-day mock trial conference
 - Arranged transportation, food, and clothing for the conference

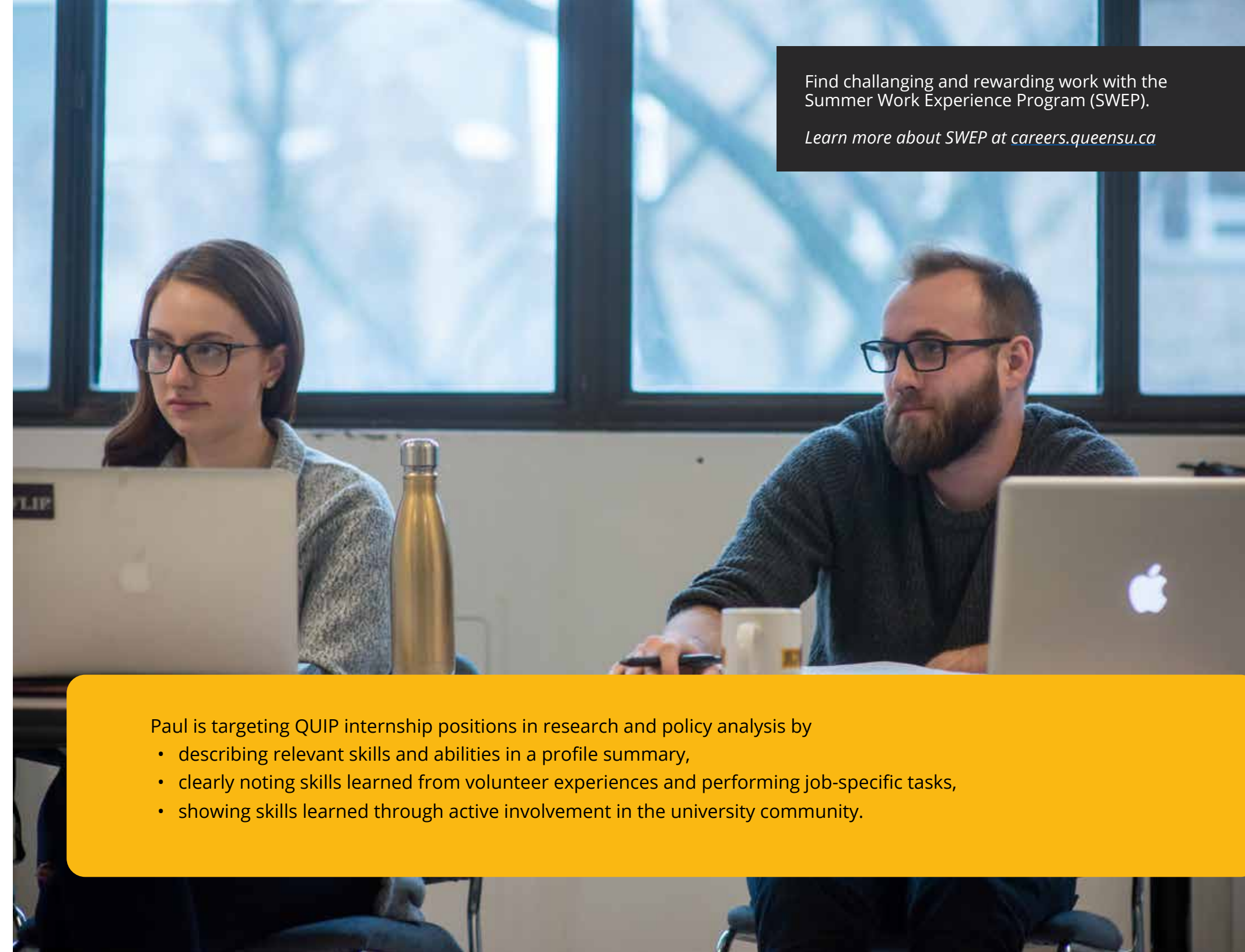
- **Orientation Group Leader,** Queen's University, Kingston, ON 2022
 - Acted as a leader and role model for incoming Queen's Students
 - Oriented new students with Kingston and the Queen's community

- **First Year Representative,** Queen's Model Court, Queen's University, Kingston, ON 2021-2022
 - Assisted in the organization of a two-day mock trial conference
 - Coordinated sponsorships for the conference

- **Co-Chair,** Queen's Model UN, Queen's University, Kingston, ON 2021-2022
 - Historical Security Council
 - Involved in the organization of a four-day inter-university conference
 - Organized and regulated debate for the Historical Security Council

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Paul is targeting QUIP internship positions in research and policy analysis by

- describing relevant skills and abilities in a profile summary,
- clearly noting skills learned from volunteer experiences and performing job-specific tasks,
- showing skills learned through active involvement in the university community.



Graduating Year



Skills From Academics



Technical skills

Jesse Sparks

123-456-7890
myemail@queensu.ca

Employment Objective

Aiming to utilize three years of successful training and experience in clinical cancer research-trials to obtain a position that contributes to high-impact cancer research.

Education

Bachelor of Science (Honours) -- Life Sciences, Queen's University 2023
2020 - 2021 - Queen's University Dean's List

Successfully completed a range of courses in biological and physical science, including:

- **Histology:** Discussed the various body systems at the histological level. Learned to distinguish between natural and disease processes as well as the various components making up body tissues.
- **Human Anatomy:** Learned the clinical relevance of all major human body systems through coursework and practical, hands-on laboratory teachings.
- **Pathology:** Learned about the reactions and adaptations of cells, organs and tissue to injury. Reviewed major biochemical processes such as the development of cancer, inflammation, coagulation and the immune response.
- **Epidemiology:** Developed skills to design, analyze, and interpret descriptive and analytical epidemiological studies. Examined core epidemiological principles and study designs.
- **Pharmacology and Toxicology:** Included topics such as the actions of drugs and toxins at the cellular, organ and organism level, and the uses and toxicities of drugs on various body systems in both humans and animals.
- **Health Studies:** Discussed the social and physical determinants of health as well as factors that contribute positively and negatively to health. Studied chronic diseases such as cancer and diabetes, and learned about the factors that cause them.

Employment Experience

Research Associate

Canadian Cancer Trials Group, Kingston, Ontario June 2023- Present
Responsible for data review, issuing data queries, data cleaning, and communicating with sites on various cancer prevention and treatment trials in paper and EDC format.

Clinical Trials/Tumour Bank Assistant

Canadian Cancer Trials Group, Kingston, Ontario Sept 2022 - June 2023
Worked in both the clinical trials group and tumour bank performing a variety of tasks including data verification, inventory, sample tracking and shipping, and aliquoting.

Tumour Bank Assistant

Canadian Cancer Trials Group, Kingston, Ontario May 2022 - August 2022
Assisted with a variety of tasks including slide scanning, data entry, creation of fluid collection kits, and slide cutting. Gained a thorough knowledge of the tumour banking database and its use in the proper and precise tracking of samples.

Student Researcher

Canadian Cancer Trials Group, Kingston, Ontario Sept 2021 - April 2022
Responsible for data and consent verification on various cancer clinical trials. In the process learned about how clinical trials are properly conducted.

NSERC-USRA Summer Researchship

Queen's University, Kingston, Ontario May 2021 - August 2022
Developed and implemented a research project about ovarian cancer. In the process learned and developed a variety of lab techniques including PCR, tissue culture, electrophoresis and flow cytometry

Volunteer Experience and Community activities

Rob Roy Pipe Band

Kingston, Ontario 2011 - Present
Entertain at various events including the Fort Henry Sunset Ceremonies, Potsdam Diversity Festival, Canada Day, Christmas, and St. Patrick's Day parades.

Musician

Ottawa / Kingston, Ontario 2015 - Present
Entertain at local and international events, including the Glengarry Highland Games, Rural Expo, various fairs, and senior's homes.

MacCulloch Dancers

Ottawa, Ontario 2015 - 2020
Entertain at local and international events, including the Glengarry Highland Games, The National Arts Centre, the Nokia Brier, the Canadian Tulip Festival, with the Governor General's Foot Guards and at International Folk Festivals in Charleroi, Belgium, and Springville, Utah.



Jesse is targeting employment in the field of cancer research by

- highlighting relevant employment experience,
- establishing a breadth and depth of knowledge gained through courses,
- identifying specific tasks and techniques performed in related positions.



QUIP



Entrepreneur



Technical skills

Ellie Earp

Phone: 123-456-7890 | E-Mail: myemail@queensu.ca

Portfolio: ellieearp.design.com

LinkedIn: www.linkedin.com/in/ellie-earp

Education

Computing and the Creative Arts (COCA) - Queen's University September 2020 - Present

- Computer Science with Film and Media Studies Program has developed my analytical ability to problem solve, differentiate, critically think, and create code.
- Courses have covered User Experience design (UX), Media, Film production, design innovation, and human computer interaction
- Languages: Java, C, HTML, CSS, PHP, SQL, Java Script, Matlab, Python, Bash, Haskell, Prolog
- OS: Macintosh, Microsoft Windows, Linux
- Applications: Final Cut Pro, Photoshop, Illustrator, Motion, Premiere, After Effects, MS Office
- Other courses: Economics, Accounting, Advertising, Creative Writing

Communications Experience

Graphic Designer & Marketing Executive May 2022 - Present

Doctors Without Borders (MSF), Queen's University, Ontario

- Write and design promotional material using creative platforms - Photoshop, Illustrator, After Effects, Lightroom, MS Office
- Materials include: event posters, conference booklets, infographics, brochures, business cards, logos, and promotional videos
- Social media – Effectively promote fundraising events through Facebook, Instagram, and Twitter
- Events ambassador – Lead presentations, answer questions, and promote event activities
- Work alongside a team of MSF executives to spread awareness and fundraise (we fundraised the fourth highest donation amount in Canada in 2015/2016)
- Fundraisers include – Queen's Global Health Summit, Doctors Without Borders, Walk Without Borders, Speaker Series, and Documentary Screenings

Video Factory Editor

September 2022 - Present

Studio Q, Queen's University, Ontario

- Work alongside a team of executives to produce video production for clients within the community and Queen's University
- Tasks: Designing shot lists, editing, filming, and interviewing
- Collaborate with team members to produce client tailored videos
- Created a video for Queen's University's Arthur B. McDonald, which was displayed at his sendoff ceremony before accepting his Nobel Prize
- Design Platforms used include Premier, After Effects, and InDesign
- Cameras used include DSLR Video/photography and Panasonic HS – X1000 (Livestream)

WISC Member (Women in The School of Computing)

September 2022 - Present

Queen's ACM-W Affiliate, Queen's University, Ontario

- Helped organize annual CAN-CWIC conference: an amalgamation of three successful Canadian ACM-W celebrations to honour women in computing
- Participated in programming challenges – ex. Microsoft Hackathon
- Responsible for community outreach

Entrepreneurial Design

April-2020 - Present

Aperture Design, Markham, Ontario

- Founder and graphic designer
- Design and produce resale clothing, photography, and film
- Aperture represents opening and beginning, signifying creativity, youthful style and originality. Youth is freshness and free spirit. This company ignites the beginning of youth to inspire new adventures
- Created this venture to inspire my entrepreneurial endeavors, meet like-minded networks, and innovate creative works

Camp Videographer/Photographer & Multimedia Special

June-September 2021

Adventure Valley Day Camp, Markham, Ontario

- Managed web content of company releases and photography stills daily
- Created weekly promotional videos using Final Cut Pro, Motion, After Effects - posted on Vimeo, YouTube, and company website
- Managed company social media platforms (Facebook, Twitter, Instagram) posting new camp features, events, and daily activities
- Created graphics for car wraps, banners, and business cards
- Demonstrated leadership, initiative and communication skills to set a positive example to colleagues and campers

Social Media Lead

July-August 2020

Canadian International Student Services (CISS), Muskoka, Ontario

- Responsible for maintaining social media pages (i.e. Twitter, Facebook, Instagram), and creating promotional videos (using Final Cut Pro) and website graphic design
- Lead counselors, camp scheduling, and activities, and ensured campers had a great international experience
- Worked with international colleagues and campers from all over the world learning new cultures and languages

Skills / Interests

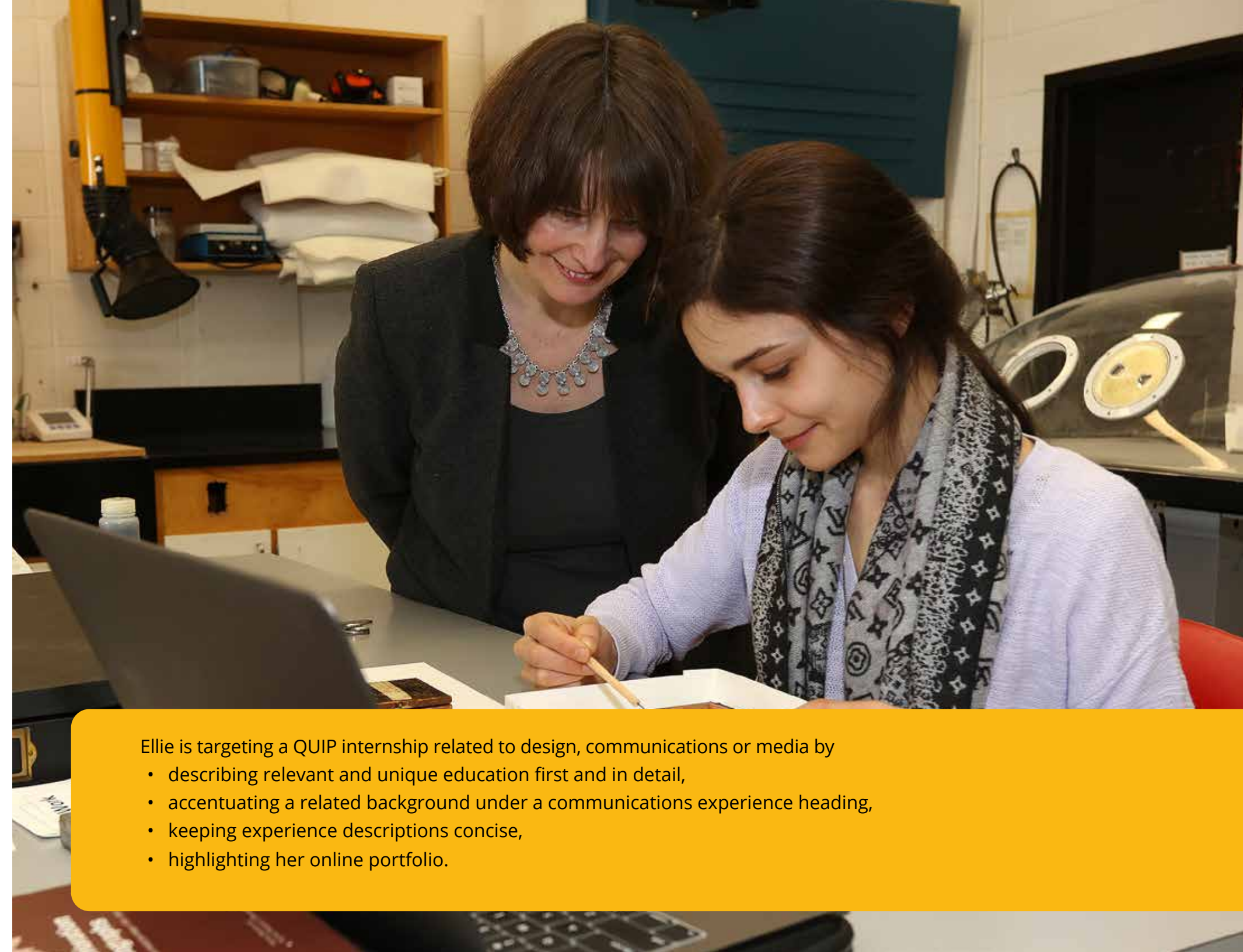
High energy: constant positive morale, support and motivation

Team player: listen to ideas and contributions with all inputs considered

Creative: constantly seeking innovation and creation

Sports: golf, tennis, field hockey, ice hockey, snowboarding, and waterskiing

Music: guitar, electronic mixing, and songwriting



Ellie is targeting a QUIP internship related to design, communications or media by

- describing relevant and unique education first and in detail,
- accentuating a related background under a communications experience heading,
- keeping experience descriptions concise,
- highlighting her online portfolio.



Technical skills



Entrepreneur

SELENE BOLS

myemail@queensu.ca
123-456-7890

EDUCATION

Bachelor of Arts - Economics, Queen's University
Business Certificate including Marketing, Finance, and Business Fundamentals
Graduated with distinction, Dean's List
Personal Productivity Workshop Series
Apple Canada iBooks Training
Currently undergoing training in HTML, CSS and Java

2022
2022
2018-2022
2022
2023
2023

RELEVANT WORK EXPERIENCE

Administrative Assistant to the Department Head of Nursing

2022 – Present

- Department of Queen's University, Kingston, ON
- Manage the Department Head's public position through the strategic use of Twitter, WordPress blog, and relationships with media
 - Coordinate the redesign and content management of the Department of Nursing website
 - Identifying and executing the delivery of news stories of faculty members, their research and patient/clinical successes in order to enhance the brand of the Department
 - Published the Department's Annual Report in the form of an iBook, including collection of content, writing, editing and design
 - Provide administrative support to the Department Head, including correspondence, schedule management, hiring duties, tech support and management of clinical practice
 - Execute projects and initiatives within the department requiring coordination with several committees and stakeholders; maintaining relationships with other University entities
 - Plan, coordinate and support logistics for monthly departmental meetings and bi-annual faculty retreats

Program Coordinator, Loving Spoonful

2022

- Loving Spoonful, Kingston, ON: www.lovingspoonful.org
- Developed marketing and communications plan; managed all social media outlets: Facebook, Wordpress, and Loving Spoonful website
 - Designed curriculum and delivered over 20 workshops; continuously received positive feedback
 - Responsible for developing a draft for Loving Spoonful's strategic funding vision
 - Created databases and systems to improve the efficiency of the organization
 - Ongoing involvement as consultant and presenter at public events

Outreach & Development Coordinator,

2018 – 2022

- The Otesha Project, Kingston, ON: www.otesha.ca
- Addressed over 10,000 people as a keynote speaker at conferences, assemblies and events
 - Led digital story-telling workshops; mentored staff in the writing and delivery of speeches and presentations
 - Developed, planned and executed marketing strategy to recruit cycling tour participants including SEO and PPC activities

- Organized 40 Point of Entry events, engaging over 500 community members
- Developed a seven-point cultivation plan to retain donors; increased Multi-Year Donor retention by 25% and increased donation revenue from \$30,000 to over \$60,000 annually
- Developed a strategic plan to engage program alumni; increased donation revenue by 100%
- Participated in the hiring, training and supervision of volunteers and casual staff

ENTREPRENEURIAL EXPERIENCE

Co-Owner, My Homestead

2021 – Present

- My Homestead, Kingston, ON: <http://www.myhomestead.ca>
- Responsible for marketing strategy including market research, brand development, search engine optimization, and graphic design
 - Manage sales strategy; successful in selling all memberships for 2013 on a limited budget
 - Responsible for accounting, book-keeping and finances

Owner and Designer,

2019 – 2022

- Skip to My Lou, Kingston, ON: <http://www.etsy.com/shop/skiptomylou>
- Sole proprietorship that created clothing sold in Ottawa, Kingston, Toronto and Victoria, using exclusively second-hand materials
 - Responsible for all aspects of operations including design, branding, production, accounting and finances, with more than \$80,000 in sales
 - Capitalized on low-cost marketing techniques to generate a strong reputation in Ontario
 - Delivered over 20 'recycled clothing' workshops; developed curriculum for several multi-day sewing courses, successfully transitioning beginner sewers into confident designer

Co-Founder

2018 – 2021

- QC Tees, Kingston, ON
- Small business that designed and marketed witty graphic t-shirts for university students.
 - Responsible for customer and supplier relationships; became supplier to several primary campus outlets, generating a consistent sales stream with more than \$40,000 in sales
 - Responsible for branding, marketing, public relations, production and accounting
 - Collaborated in creative design process

RELEVANT VOLUNTEER EXPERIENCE

Writer

2021 – 2022

- Kingston Whig Standard, Kingston, ON: <http://www.thewhig.com>
- Member of the Community Editorial Board; responsible for writing bi-monthly columns
 - Cycling & Performing Tour Participant 2013
 - The Otesha Project, Kingston, ON
 - Participated in the Lake Superior Tour on a team of 13 cyclists—rode from Winnipeg to Sudbury
 - Delivered 15 workshops and gave 40 performances of Morning Choices to over 3,000 students
 - Developed an ability to participate in and facilitate consensus-based decisions

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Selene is targeting social media marketing positions with local startups by

- using thorough and quantified task descriptions that include job-specific, transferable and personal skills,
- illustrating business and marketing skills relevant to startup enterprises in an entrepreneurial experience section,
- choosing to lead with education in economics, including a focus on marketing and business.



Work or Study
Abroad



Technical
skills

Nathan Sorenson

Phone: 123-456-7890 | Email: myemail@queensu.ca

Summary of Qualifications

Experienced in advertising, web design and both written and visual communication. Advanced knowledge of Adobe Photoshop, Lightroom, Illustrator, and InDesign, as well as design principles and theories. Currently enrolled at Queen's University in the BA Religious Studies (Honours) program. Studies and interests focus on written and visual communication and diverse cultural interaction.

Education

Queen's University Bachelor of Arts (Honours) -Religious Studies

Spent a year studying abroad in Hermonceaux, England with a group of diverse international students

- Active member and leader of numerous clubs and committees including both volunteer and paid positions in the Queen's Alma Mater Society, Queen's Journal student-run newspaper and the Queen's Band

Related Experience

Queen's Live Music Committee - Marketing Coordinator

- Develop and execute a marketing plan including developing and launching a visual identity in 2015, resulting in a sold-out event
- Event planning and execution for two large-scale events, QPOP! Music Festival in October and Live at the Isabel in March
- Designing and distributing promotional material including posters, social media posts, website and banners
- Received AMS Volunteer of the month recognition twice due to exceptional work on the marketing portfolio

Queen's University Career Services - Communications Assistant

- Project Lead for the What's Next magazine which included organizing contributors and advertisers, editing, designing, and leading collaboration sessions with various departments throughout the University
- Developing professional skills and knowledge with Adobe Creative Suite to create promotional materials that followed the Queen's Visual Identity guidelines
- Working with the communications team and various Queen's departments to draft and execute an annual communications plan to maximize social media, on-campus and community publications, and visibility around major student areas

Queen's Student Constables -Assistant Manager and Human Resources

- Crisis management with both staff and patrons at various University establishments
- Provide and manage both on-shift and off-shift support to 90 staff with accessibility accommodations and maintain a balance between school, work, and extracurriculars
- Perform weekly scheduling, payroll, and personnel management
- Maintain organization of staff files, discipline records, and confidential documentation

Kingston 1000 Island Cruises & Trolley Tours - Photographer & Ticket Booth Attendant

- Communicated effectively with both tourists and local Kingstonians with various cultural backgrounds and some with language barriers
- Worked in a team to create a positive experience for all people visiting the cruises and trolley tours
- Demonstrated the ability to multitask and respond effectively to a fast paced environment and high demand of customers

Queen's Journal - Photo Editor & Staff Writer

- Photographed, edited and selected photos for both print and web based news outlets
- Successfully produced two publications weekly
- Coordinated photo needs for multiple sections and ensured weekly delivery

Software

- Adobe Creative Suite (Illustrator, Photoshop, InDesign, Lightroom)
- Microsoft Office (Excel, Outlook, PowerPoint, Word)

Languages

- English (first language)
- Advanced conversational French
- Intermediate written French

Additional Skills

- Highly proficient in template based web development with basic coding knowledge
- Advanced knowledge of DSLR photography and videography
- Extensive knowledge in creating both print and online promotional material and advertisements

Personal Interests and Hobbies

- Rock climbing: Both indoor and outdoor sport climbing and bouldering
- Music: Playing instruments such as piano, marimba, and guitar. Active interest in the Ontario indie-rock music scene
- Landscape and travel photography
- Interviewing and writing music articles. Subjects have included bands: Young Rival, The Abrams, Dan Boeckner of Wolf Parade, and Busty and the Bass



Nathan is targeting summer work in written or visual communications by

- leading with a summary of qualifications that highlights relevant skills,
- explicitly listing software competencies common in the communications field,
- choosing a visually appealing and clean resume layout to demonstrate aesthetic focus.



Graduating Year

Extracurriculars

Work or Study Abroad

ANNA DEACON

123-456-7890 | myemail@queensu.ca

SUMMARY

- Bachelor of Arts (Honours) degree, Film & Media, Gender Studies
- 5 years of experience in fundraising and event planning in a post-secondary setting
- Post-Graduate Certificate in Professional Fundraising
- Proven track record of exceeding fundraising targets
- Strong leadership abilities demonstrated through managing a team of 50 staff
- Excellent organizational, interpersonal, verbal and written communication skills
- Experienced in many areas of advancement, including: development, capital campaign principles, alumni and donor relations, event planning, volunteer leadership and management

EMPLOYMENT EXPERIENCE

Development Officer

Queen's University Telefundraising Services 2021 - 2023

- Oversaw the Department of Annual Giving's Telefundraising program
- Recruited, trained, supervised and managed a team of 50 part-time student callers
- Promoted team professional development by coordinating a monthly speaker series of Queen's staff to discuss various Queen's programs and initiatives
- Responded to donor inquiries with accurate and timely information by phone and email
- Composed Telefundraising solicitation material including scripts and messaging
- Monitored emerging donor trends and implemented continual changes to maintain success rates
- Communicated effectively with a wide range of constituencies in the diverse University community

Telefundraising Caller

Queen's University Telefundraising Services 2019 - 2021

- Phoned alumni to update their donor profiles and inform them of on-campus research initiatives
- Met or exceeded call number and donation targets every month for 2 years by effectively using sales scripts
- Addressed alumni questions and concerns regarding donations

Communications Coordinator

Ed Huck Marine, Ltd. 2015 - 2023
Rockport, ON

- Answered phone calls, addressed customer concerns, and welcomed visitors to the Thousand Islands
- Trained seasonal gas dock employees to meet marina's service and safety standards
- Assisted with planning customer appreciation events
- Created marketing and promotional materials

Volunteer Experience

Non-Student Elected Member - Senate Orientation Activities Review Board 2021
Queen's University Kingston, ON

- Assisted in recommending policies for Orientation to Queen's University Senate
- Participated in roundtable discussions to propose modifications to existing policies and practices
- Attended a wide variety of Orientation activities to monitor Orientation planning and execution
- Utilized personal experience as an Orientation leader to enrich future Orientation events

Marketing Chair - National Philanthropy Day Committee 2020-2021
Queen's University Kingston, ON

- Strategized an advertising and media plan for the Association of Fundraising Professionals (AFP) National Philanthropy Day
- Corresponded with speakers, attendees and sponsors by phone and email
- Wrote and designed content for email updates, brochures, and attendee handouts

Staff Volunteer - Advancement Enhancement Day Committee 2021
Queen's University, Kingston, ON

- Helped plan and coordinate an annual appreciation day for staff health and wellness
- Connected with 26 Queen's staff members across 20 departments to organize the Doors Open event, allowing staff an opportunity to explore unique campus locations

Vice President, Giving - Queen's Student Alumni Association 2020 - 2021
Queen's University, Kingston, ON

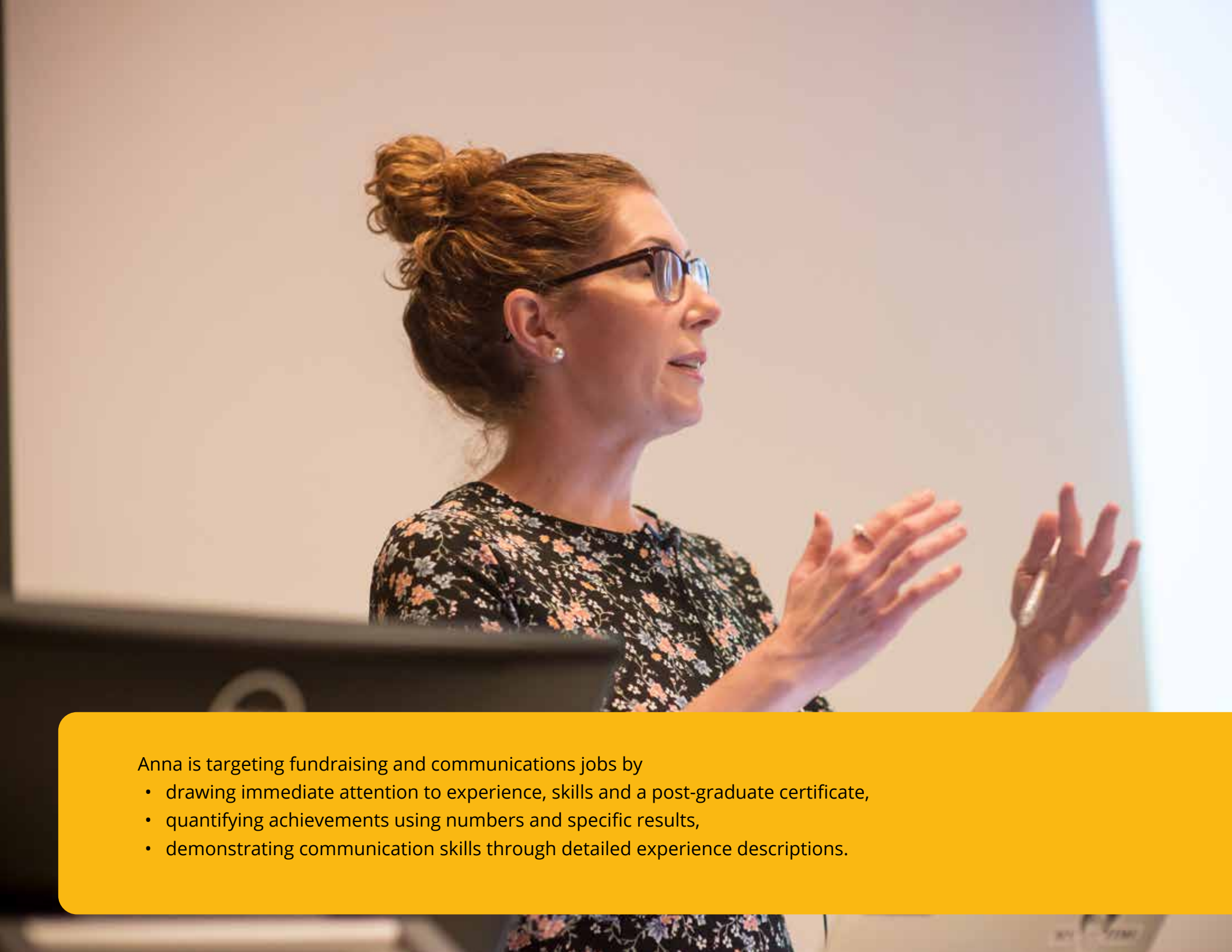
- Represented the Queen's Student Alumni Association (QSAA) and its goal of connecting with future alumni to promote a culture of philanthropy
- Raised over \$10,000 from Queen's alumni
- Assisted in the redesign and implementation of the ThankQ 2015 website
- Secured donations from 100% of student volunteer ambassadors for the QSAA's ThankQ class gift

Education

Certificate in Professional Fundraising 2022
Boston University

Bachelor of Arts (Honours) - Film & Media, Gender Studies 2021
Queen's University

Bader International Student Study Centre 2019
Queen's University, Herstmonceux Castle



Anna is targeting fundraising and communications jobs by

- drawing immediate attention to experience, skills and a post-graduate certificate,
- quantifying achievements using numbers and specific results,
- demonstrating communication skills through detailed experience descriptions.



Graduate Student



Athletics

Pamela Simms, MScPT, BSc.H

myemail@queensu.ca | 123-456-7890

PROFESSIONAL SUMMARY

M.Sc. Physical Therapy graduate seeking opportunities in sports physiotherapy. Registered as a Physiotherapy Resident with the College of Physiotherapists of Ontario. Successful clinical placements in both sports medicine and private practice settings. Able to build strong rapport with diverse clients by drawing on extensive experience playing, coaching, and supporting athletics.

PROFESSIONAL EXPERIENCE

Physiotherapy Resident at PT Health October 2023-Present
Advantage Health, Kingston, ON

PHYSICAL THERAPY PLACEMENTS RELEVANT FOR SPORTS PHYSIOTHERAPY

Children's Outpatient Clinics & Providence Care Outpatient Clinic – Kingston, ON April-May 2023

- Implemented treatment for paediatric orthopaedic conditions and injuries
- Provided prosthesis education and gait training to clients with recent amputations
- Improved diagnosis and treatment planning through ability to manage complex, three-way communication with children and parents/caregivers
- Acquired 100% case load earlier than normal for setting, based on initial performance
- Commended for proactively managing PT problems young clients typically face (e.g., following through with independent exercise plans between appointments)

Active Sport Physiotherapy Clinic – Cornwall, ON March-April 2023

- Busy private practice with strong focus on manual therapy and exercise prescription
- Assessed and implemented physiotherapy treatments for a wide variety of musculoskeletal conditions, including workplace injuries and motor vehicle accidents
- Anticipated diverse needs among clients and adapted strategies accordingly.

FLIP Physiotherapy – Ottawa, ON January – February 2022

- Small private practice setting; treated patients with musculoskeletal injuries, primarily sports-related injuries and chronic back pain
- Learnt and applied manual therapy skills, modality use and exercise prescription
- Benefitted from alumni mentoring opportunities which resulted in proactively researching kinesio taping prior to my first sports placement

ADDITIONAL PHYSICAL THERAPY PLACEMENTS

Kingston General Hospital – Kingston, ON March-April 2023

- Acute Stroke Unit and Internal Medicine floor- mobility, cardioresp. and neuro. practice
- Performed assessments, treatments, discharge planning, and interprofessional communication while managing a 50% caseload

Belleville General Hospital – Belleville, ON March-April 2023

- Acute Orthopaedics-post orthopaedic surgery
- Conducted mobility assessments, strengthening, and education re gait aids. Also gained experience in cardiorespiratory and neurological physiotherapy

OTHER RELEVANT EXPERIENCE

Cardiac Rehab Clinic, Brockville General Hospital – Brockville, ON December 2020

- Volunteer position involved taking patients with recent MI, coronary stenting or bypass surgery through exercise programs, while monitoring heart rate and blood pressure

Ottawa Hospital Civic Campus – Ottawa, ON December 2020

- Exposure to acute PT post stroke, MS, and neurosurgery, while job shadowing

SPORTS, ATHLETICS AND HEALTH

Youth Soccer Coaching

- Ottawa South United Soccer Club – Technical Staff 2016-2021
- Cataraqui Clippers Soccer Club – Team Coach 2021-2023

Volunteers for Intercultural and Definitive Adventures May 2020

- Two-week volunteer placement in Costa Rica and Nicaragua. Worked directly with patients in rural areas, taking histories/diagnosing/treating with help of medical doctor

Winter Adaptive Games Volunteer at Queen's University 2017-2021

- Volunteer work with Kingston area children with identified disabilities, offering the opportunity to participate in organized activities.

Queen's University Varsity Women's Soccer Team 2017-2021

- 2019 Canadian Interuniversity Sport (CIS) National Champions / Ontario University Athletics (OUA) gold medalists; 2018 CIS National Champions / (OUA) silver medalists; 2017, 4th place at CIS Nationals OUA silver medalists.

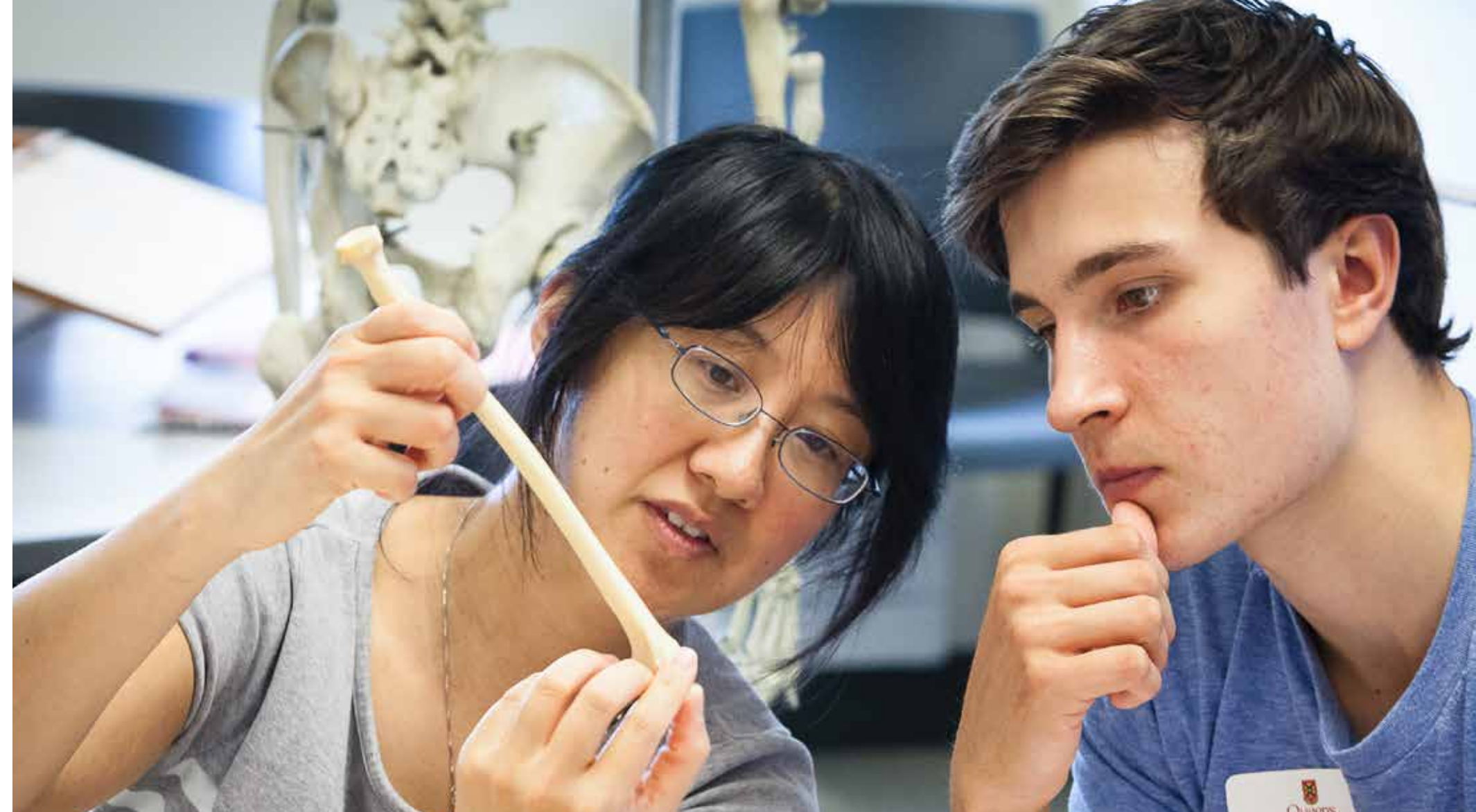
EDUCATION

Master of Science in Physical Therapy, GPA: 3.90 2021-2023
Queen's University, Kingston, ON

Bachelor of Science (Honours) in Kinesiology; GPA: 3.65 2017-2021
Queen's University, Kingston, ON

PROFESSIONAL DEVELOPMENT

- Certificate of Independent Practice – College of Physiotherapists of Ontario 2023
- Physiotherapy Resident July 2023
- PCE Practical Component November 2023
- Kinesio Taping Association December 2023
- KT1: Fundamentals of Kinesio Taping December 2020
- KT2: Advanced Kinesio Taping December 2020
- CPA Ortho. Division Manual Therapy Certification - Level 1 17 June 2023
- The Mulligan Concept - Lower Quadrant, Jack Miller, CANZED Seminars June 2023
- Standard First Aid & CPR-AED + HCP, Canadian Red Cross Current



Pamela is targeting physiotherapy positions at a sport clinic by

- including professional certifications required for practice in the field,
- thoroughly describing experiences that drew on professional, transferable and personal skills,
- sharing relevant athletic and leadership experiences.



Graduate Student



Technical skills



Work or Study Abroad

TEAGAN REID

Phone: 123-456-7890 | E-Mail: myemail@queensu.ca

OBJECTIVE

Passionate educator and arts advocate seeking opportunities to teach and inspire youth in a progressive organization. Diverse global experience and training across various artistic means of expression with a specialization in theatre, teaching and the environmental sciences.

EDUCATION

Master of Environmental Studies, Queen's University, Kingston, ON, 2022
Bachelor of Arts, Honours, University of Ottawa, Ottawa, ON, 2020
Graduated Magna cum laude. Major: Philosophy, Minor: Environmental Studies
OSSD – Canterbury High School, Drama Major, Ottawa, ON, 2016

TEACHING EXPERIENCE

French Instructor, Ottawa Waldorf School, Present
• Responsible for teaching three split classes: French grammar, vocabulary and culture
• Successfully implementing an arts-based approach to education

Teaching Assistant, Queen's University, 2021 to April 2022
• Graded student assignments according to course guidelines and provided constructive feedback
• Engaged students in discussion of course topics and related issues
• Advised students on completion of assignments
• Courses taught include Food Systems, Environmental Justice and Sustainability

Guest Lecturer, Queen's University, February and November 2021
• Gave lectures to students about activism and involvement in environmental and social issues
• Employed Forum Theatre techniques and art to inspire students to reflect on relevant issues
• Courses: Environmental Policy and Sustainable Measurement, Implementation and Evaluation

Guest Instructor, Peepal Grove School, Sadum Andhra Pradesh, India, 2020
• Taught two groups of twenty students under twelve for ten days
• Used devised theatre and Forum Theatre techniques to co-create a successful 30-minute play
• Focused on environmental and social issues relevant to the students

Sustainable Campuses National Coordinator, Sierra Youth Coalition, Ottawa, ON, 2018 to 2022
• Facilitated workshops using Forum Theatre techniques at Youth Environmental Conferences, Youth Action Gatherings (summer camps) and Campus Sustainability Conferences

Drama Educator, Ottawa School of Theatre, 2016 to 2019
• Taught drama students aged 4 to 16 using movement, theatre games, and yoga
• Directed, co-wrote, and coordinated a production team for two musicals
• Responsible for parent relations and email updates regarding class progress

Garden Educator, Canadian Organic Growers, Ottawa, ON, 2018
• Developed and executed theatre programming for a weeklong farm camp for middle school aged children
• Facilitated gardening workshops with students in English and French at various schools
• Maintained schoolyard gardens, helped with building and planting

ARTS EXPERIENCE

Writer & Facilitator, 2022
• When I Get There, performed as part of master's degree

Director, 2021
• Emissions: a Climate Comedy, Ottawa Fringe Festival, Ottawa, ON, 2021
• 3am, Social Theatre Festival, St. Paul's University, Ottawa, ON, 2018

Devisor & Performer, 2021
• Adaptation of The Odyssey for Wapsipinicon Theatre Festival, Independence, Iowa, 2021
• Circe/Landfall, Canada Dance Festival, Ottawa, ON, 2018
• Bilingual collaborative project with Daniel Mroz's Les Ateliers du Corps

Actor, 2022
• Cara, When I Get There, Queen's University, Kingston, ON, 2022
• Troupe Member, Lazzi, Lazzi - Odyssey Theatre, Ottawa, ON, 2018 to 2020
• Performed Commedia dell'arte animation under Laurie Anderson
• Eddie May Murder Mysteries, Ottawa, ON, 2012 to 2016
• Cast of travelling shows, performing comedic roles for dinner theatre events
• Viola, Twelfth Night, Company of Fools, Ottawa, ON, 2015 to 2016
• Nina, The Seagull, Third Wall Theatre Company, Ottawa, ON, 2010
• Cecily, The Importance of Being Earnest, Third Wall Theatre Company, Ottawa, ON, 2010

Dancer, 2017
• Member of Grasshoppa Dance Exchange, 2017
• Member of PHOOM dance company, 2010
• Performed at the Almonte Herbfest and the Ottawa Lumiere Festival

PROFESSIONAL DEVELOPMENT

• Self-producing workshop with Convergence Theatre, 2021
• Devising in the Landscape, Magnetic North Theatre Festival Masterclass with Sue Hill, 2022
• Sivananda Yoga Teacher Training (200 hours), 2020
• Stilting workshop with Laura Astwood, 2019
• Intro to Popular Theatre Workshop, Informa Theatre, 2017
• Anti-Oppression Training with the Canadian Youth Climate Coalition, 2017
• Clown Workshop with Nicolas DiGaetano, 2017
• Bouffon training with Adam Lazarus, 2013
• Mask training with Sonia Norris, University of Windsor, 2013



Teagan is targeting work related to teaching in the arts by

- focusing attention on teaching, arts and leadership experiences,
- connecting personal passions with experiences and skills required in teaching in the arts,
- demonstrating a history of initiative in professional and self-development.



Graduate Student



Skills From Academics



Technical skills

Cole Freeman
myemail@queensu.ca
123-456-7890

RESEARCH INTERESTS

- Small population evolutionary genetics
- Aquaculture protocol
- Marine and freshwater ecology

SKILLS AND STRENGTHS

- Expertise in handling and tagging fish, and taking scale, spine, and otolith samples.
- Can confidently perform DNA purification, PCR, and Northern/Western blotting.
- Proficient with Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and R Statistics Program.
- Completely bilingual (English and French).
- Qualified in Standard First Aid with CPR "C" (requires refresher course).

EDUCATION

- Bachelor of Science (Honours), Biology, Queen's University** 2018-2022
- Honours thesis: The influence of species and location on size relationships in recreational fish species in Ontario
- Supervisor: Dr. Fredrick Fiske

HONOURS

- Queen's Principal's Scholarship** 2018 - 2019
- \$8,000 awarded for a +90% high school average
- Dean's Honour List, Queen's University** 2018 - 2019
- +3.50 GPA

RESEARCH EXPERIENCE

- Undergraduate Honours Research:** Department of Biology, Queen's University (Thesis Supervisor: Dr. Fredrick Fiske) 2021 - 2022
- Investigated the accuracy of size relationship models for fish species in Southern Ontario.
- Tested photogrammetry software to determine its accuracy in defining the length of a fish from a picture.
- Tagged, measured, weighed and dissected Northern Pike and collected scale, spine, and otolith samples.
- Developed strong knowledge of statistical techniques in statistics program "R".

- Undergraduate Honours Thesis (BIOL 537, 4th year, A+)
- Fisheries Biology (3rd year, A-)
- Experimental Approaches to Animal Physiology (4th year, A)
- Techniques in Molecular Biology (4th year, A+)
- Community and Ecosystem Ecology (3rd year, A-)

RELEVANT WORK EXPERIENCE

- Instructor, Queen's University Science Quest** May - Sept. 2020
June - Sept. 2021
- Taught principles of science, technology, engineering, and math to children grades 4-8.
- Collaborated with fellow instructors to create challenging lesson plans that stimulated inquiry-based learning.
- Led science activities in outreach camps to various aboriginal reserves in Southern Ontario.
- Organized and instructed Science Quest's first-ever week of French immersion camp.

VOLUNTEER EXPERIENCE

- Research Assistant, Dr. Fiske's Lab at Queen's University** Summer 2021
Oct. 2017 - March 2022
- Sampled, measured, and tagged Northern Pike at various sport fishing tournaments in Southern Ontario.
- Dissected Northern Pike to analyze stomach contents and retrieve otoliths.

- Executive Member, Right to Play at Queen's University** 2019-2021
- Organized fundraisers for various sport-related projects aimed to empower youth in underdeveloped countries, and handled the clubs social media outlets (i.e. Facebook & Twitter).

- "GAEL" (Orientation Week leader), Queen's University** 2020
- Volunteered as a Queen's orientation-week leader for incoming first-year students.
- Duties involved creating a welcoming and safe environment for new students and making them aware of campus resources and buildings.

EXTRACURRICULAR ACTIVITIES

- Member, American Contract Bridge League (ACBL)** 2019 - Present
- Member, the Montreal Ultimate Frisbee League** 2016- 2020



Cole is customizing a resume for applications to Master of Science programs by

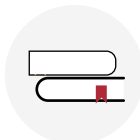
- highlighting relevant and detailed information about education and research,
- using scientific language to describe practical research experience,
- providing grades to demonstrate academic ability.



QUIP



Technical skills



2nd or 3rd Year

Linnea Spencer
myemail@queensu.ca
123-456-7890

OBJECTIVE

Creative and flexible third year computer engineering student specialized in Java and C languages with a strong foundation in robotics. Seeking to utilize project management, teamwork, and communication skills in a 12-month internship with a progressive tech start up.

EDUCATION

Computer Engineering, Queen's University 2021 – present
• GPA (in most recently completed academic year): 4.00
• Queen's University Dean's Scholar, 2023
• Queen's University Excellence Scholarship, 2021
• Related Courses: Algorithms, Java, Data Structures, Computer Architecture, Digital Systems, Electronics

TECHNICAL SKILLS

Java: familiar with object oriented concepts: encapsulation, object hierarchies, inheritance
• Programmed an animated firework GUI with encapsulation that used the runge-kutta method to mathematically predict the firework's position

C: ability to code various data structures: trees, linked lists and scatter tables, I/O programming
• Created program using recursion that calculated the internal and external path length of a tree as well as the number of nodes in the tree using a divide and conquer algorithm

Assembly Language (RISC): comfortable with assembly language concepts and coding
• Programmed FPGA's interrupt service routine to accept and transmit data via parallel output and input ports and analyzed the resulting timing diagram

Arduino: proficient in the programming and circuiting aspects of Arduino
• Programmed and circuited an autonomous robot to play a version of basketball in a skills competition

Other known languages: working knowledge of: Robot C, VHDL, MATLAB, Turing
• Current courses (to be completed in May): C++, Verilog, Haskell, Prolog
• Independent study: HTML, CSS, Objective C

Hardware: working knowledge of circuits, signals, sensors and actuators

SPECIAL PROJECTS

Project Manager
Code The Change, Queen's University, Kingston, ON

Member
Queen's Space Engineering Design Team
• Assisting in programming and circuiting a lunar mining rover for the NASA Lunabotics competition

Personal Web and App Development Projects
• Currently working on teaching myself HTML and CSS for web development as well as objective C for iPhone Development

WORK EXPERIENCE

Summer Student, Member & Student Records Representative 2022
Chartered Professional Accountants of Ontario, Toronto, ON
• Processed work experience and professional development forms and payments
• Responded to student and member queries via phone and email
• Worked with member and student database using iMIS software

Summer Student, Manager, Network Planning 2021
Bell Canada, Network Planning, Toronto, ON
• Created pivot tables and excel formulas analyzing spreadsheets with information on over 7000 distribution service areas
• Identified anomalies in spreadsheets and created presentations to summarize findings



Linnea is targeting QUIP internship opportunities in tech startups by

- opening with a concise yet descriptive objective tailored to target employers,
- drawing attention to special projects and practical experience,
- offering a clear breakdown of specific skills related to programming languages.



Extra curriculars



Work or Study Abroad



Graduating Year

SAMANTHA DAY myemail@queensu.ca | 123-456-7890

EDUCATION

Bachelor of Commerce, Smith School of Business, Queen's University, Kingston, ON
Class of 2023

- Certificate in Corporate Social Responsibility with interests in social finance and impact investing
- Dean's Honour List, D.I. McLeod Dean's List Scholarship, Principal's Scholarship, QEII Scholarship
- Exchange at Nanyang Technological University – Singapore, China
Fall 2021
- Bader International Study Centre at Herstmonceux Castle – United Kingdom,
Winter 2022

PROFESSIONAL EXPERIENCE

Management Consulting Intern, NetGain Partners Inc., Toronto, ON
2021 – Present

- Support public sector organizations, with a special focus on arts management and strategy; analyze databases and recommend solutions to Toronto Centre for the Arts and OCAF (Ontario Cultural Attractions Fund)
- Examine business prospects, requests for proposals and original ideas to develop a plan of how to approach potential clients and present written proposals to these clients
- Strategize the vision of NetGain and implement changes to ensure a positive company brand image

Information Area Assistant, Queen's University Career Services, Kingston, ON
2021-2023

- Directed incoming students according to need, managed book circulation, updated career and graduate studies files, and maintained order in the Information Area library
- Implemented research on workshop room usage and its effectiveness to present to the director
- Prepared for events including Career Fair, Summer Job Fair and Further Education Expo

Marketing Intern, Royal Ontario Museum, Toronto, ON
2020

- Assisted with 6 e-newsletters sent to over 30,000 subscribers by acquiring the appropriate information, writing the copy-deck, liaising with web designers, and managing approvals
- Conducted research studies regarding price of admission and potential exhibitions by surveying 350 visitors, managing 8-10 volunteers, and preparing results for the Assistant VP of Marketing
- Directed a Toronto Star 4-page custom content piece highlighting the opening of 4 new galleries by working with curators to ensure the information was accurate, with vice-presidents to acquire approvals, and with Toronto Star writer and designer to administer internal requests

RELEVANT EXTRACURRICULAR EXPERIENCE

Co-President, Students Offering Support: Queen's Chapter, Kingston, ON
2022-2023

- Officially represented Queen's SOS and liaised with National (Canada) SOS on chapter progress and activities
- Performed annual goal-setting and high-level planning for the direction of the chapter, and coordinated various tasks that came up on a day-to-day basis
- Hired all executive members and volunteers to execute the mission of SOS through offering exam-review sessions for Queen's students

Competitors and Mentors Coordinator, Queen's Micro-Credit Challenge, Kingston, ON
2021-2023

- Communicated with competitors to minimize team dropout rate by engaging them in the greater objective of the challenge, which involved supporting entrepreneurs in developing countries through Kiva
- Liaised with mentors and ensured effective communication amongst competitors and mentors to maximize the results of the challenge in terms of money raised and learning experience for competitors

ADDITIONAL EXPERIENCE

- Event Volunteer, Canadian Cancer Society and The Corsage Project
2019-Present
- Marketing Team Lead, TORONTO+acumen: Dignity in Focus
2022



Samantha is targeting positions in marketing and branding by

- focusing immediate attention on relevant education,
- sharing global experience through student exchange and study abroad opportunities,
- including professional and extracurricular experience to show breadth of knowledge.



NEXT STEPS

This magazine provided you with a basic understanding of how to format, write, and tailor your cover letter. To learn more about these topics and to expand your knowledge on other career-related topics, we have additional resources available for you.

Career Prep Modules

Enroll in the self-guided Career Prep Modules to explore your career options and to learn more about the fundamentals and strategies for resumes, cover letters, interviews and networking. Access the modules through the Career Services Website.

Attend Drop-In Advising

Visit Career Services on floor 3 of Gordon Hall (or online) for drop-in advising (no appointment required). Meet with a Career Educator and Coach or QUIP coordinator for 15 mins to ask any questions and determine next steps. Visit the Career Services website or MyCareer for the schedule.

Book an Appointment

Book an appointment with a Career Educator and Coach to discuss your career exploration, including resume/cover letter and connecting your degree with a career. During the appointment, you can also practice answering interview questions, build professional skills, and learn how to optimize your job search. Book an appointment through MyCareer.

Attend a Workshop

Attend a workshop online or in-person to learn more about resume and cover letter fundamentals, and strategies for job search, interviewing and networking. Check the workshop schedule in MyCareer.



careers.queensu.ca



Queen's
UNIVERSITY

STUDENT AFFAIRS
Career Services