

QUEEN'S BEST RESUMES

_2018/19



Welcome to Queen's Best Resumes: 2018/19

Wondering how to write an amazing resume? We've compiled these examples from actual students (edited to be anonymous and to demonstrate a range of strategies) to help you focus your time and effort to write your best resume!

Each resume sample is tagged with a short discussion of its presentation and purpose, highlighting key strategies that the author used in crafting the final product.

For easier scanning, you will notice that each resume is identified with two to three images – use these to find resumes from students with similar experiences to yours. But don't hesitate to consider other ones as well – perhaps you'll find a strategy useful, even if you can't relate to the specific experience.

Finally, although these resumes may be some "best" examples, no resume is perfect. As you develop your own best resume, you can use these examples to inspire ideas and options, and then design the best way to tell your own unique story. Best of luck in your resume preparation and job search! For more information on resume techniques, job-search tips, workshops, career advising and much more visit us at Career Services!

Acknowledgments

A huge thank you to all the students and graduates who generously shared their resumes as examples for the benefit of other Queen's students. Thank you also to all those who have contributed to the editing and design of this magazine and its previous editions, including staff and student staff at Career Services. A particular thank you to Callum Linden and Julia Witmer for their leadership.

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

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THE PAGE!



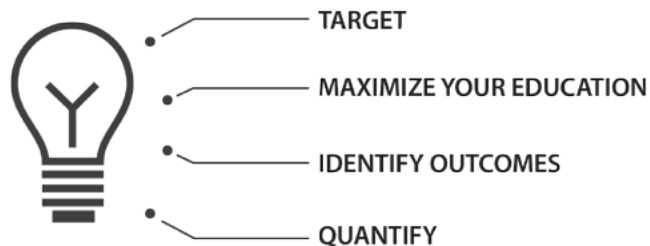
Career Services

74 Union Street
Gordon Hall, 3rd Floor
Queen's University
Kingston, ON K7L 3N6

WRITING GREAT RESUMES: 4 KEY IDEAS.

Your resume is a brief document written to help potential decision-makers quickly and clearly see the skills you can contribute to their organization, company or educational program. While there is no perfect resume, there are principles to guide you toward writing an effective resume.

Your resume is a vital element of your job search, and these 4 Key Ideas will help you write compelling ones. But resumes are only one element of many needed to create success in finding work or getting into further education. Identifying your skills, interests and preferred careers, networking, and being prepared for interviews are all essential components as well. For help on any or all these other elements, we would love to see you at Career Services.



01 TARGET

Customize your resume to reflect the needs of a specific position and field of work. While this takes more time than having one generic resume, a targeted resume is far more compelling to the reader, as it helps them to clearly see what you can contribute to the specific position they are hiring for.

02 MAXIMIZE YOUR EDUCATION

Draw out skills and knowledge you have learned in courses, class projects, research, and lab work. These skills and knowledge can be transferred from the academic environment to a job environment, but an employer reading your resume won't know about them if you haven't explained them.

03 IDENTIFY OUTCOMES

In addition to explaining WHAT you did, explain the OUTCOME of what you did. Having positive outcomes provides evidence that you did those things well, and in a way that benefited the organization – exactly what employers hope you can do for them.

04 QUANTIFY

Where possible, make your statements stronger by including numbers that demonstrate the scope and scale of what you have done. Quantifying your activities (supported over 50 students, raised over \$2000) helps the reader get a clearer and more compelling picture of your experience.





First Year



Bilingual

Sam Baljovic

Permanent Residence: 444 Home Street, Nepean, ON, K4K 4K4

University Residence: 555 My Street, Kingston, ON, K5K 5K5

myemail@queensu.ca | Cell: (613) 555-5555

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

2017 to Present – **BASc**, Queen's University, Kingston, Ontario

- Major in Mathematics and Engineering
- GPA of 3.83

2017 – Ontario Secondary School Diploma (94% average in top 6 courses)

- French Immersion Certificate

Relevant Experience

2017 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.

2017 – **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.

2016 to 2017 – **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.

2016 to 2017 – **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.

2016 to 2017 – **Volunteer** with the Garage Band program at Cedarview Middle School, Napean, Ontario

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

2013 to 2016 – **Treasurer** of 1st Nepean Scouts Group.

Acted as signatory and managed finances for local Scouts group.

Awards and Certifications

2017 – High School Athletic Letter and Silver Medal

2017 – Proficiency in Advanced Functions

2017 – School Nominee for the Loran Scholarship

2016 – Renewal of First Aid CPR C certification

2016 – Medalist in the Fermat Math Contest

2013 – 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 functions
- **Scouts Canada:** 13 years of membership

Technical Skills

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

References available upon request



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appointment!

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Sam is targeting summer positions as a science camp counsellor 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

555 My Street, Kingston, ON, K5K 5K5 | myemail@queensu.ca | 613-555-5555

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 2017
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
2014 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
2015 – 2017
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
2013 –2017
Gained insight into good teaching by assisting dance instructors
Counsellor in Training, City of Markham
Summer 2014
Supported counselors with daily activities such as staging a play and supervising swimming youth, aged 5-16

EDUCATION & CERTIFICATIONS

Bachelor of Applied Science,
Queen's University, Kingston, ON
2017-2020
Dean's List (2017-2018 Academic Year)
Team Project (APSC 100: Orientation Garbage "Eradication" Project)
2017-2018
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
2017-2018
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 2017-December 2017
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
2015

Counsellor in Training Program, Markham, ON
2014

High School Diploma, St. Brother Andre, Markham, ON
2017
Community Recognition Award | Principal's List 2011

INTERESTS & ACTIVITIES

Participated in Da Vinci Engineering Enrichment Program (DEEP) – Summer Engineering Program at University of Toronto 2016
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

555 My Street, Kingston, Ontario
myemail@queensu.ca
(613) 555-5555

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 2017

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

November 2017

Faculty of Education, Queen's University, Kingston, ON

- 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 2018 – Present

Private Contracts, Kingston, ON

- 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

2013 – 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 2014 – August 2016

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 2014 – June 2015

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

Bachelor of Music / Bachelor of Education

September 2017 – Present

Queen's University, Kingston, ON

High School Diploma

June 2017

St. Mary Catholic Secondary School, Pickering, ON

Graduating Average: 95.2%: Honour Roll

Awards and Certificates

Ontario Scholar, June 2017


Cardinal Carter Award, June 2017

English Award of Excellence, June 2017

St. Mary Value Award, June 2017

Visual and Performing Arts, June 2017

Highest Overall Average, November 2014, 2015, 2016

A group of five students and a man with long, curly blonde hair are gathered outdoors. The man is holding a small falcon on his gloved hand. The students are looking at the bird with interest. In the background is a large, historic stone building with multiple towers and flags, likely a castle or university hall. The sky is blue with some clouds.

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
Experience



Skills From
Academics

Shane Collier

Kingston, Ontario K5K 5K5
(613)-555-5555
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 modelling 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)

Queen's University – Kingston, Ontario

Current

- 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

University of Western Ontario – London, Ontario

2012 - 2014

- 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 2011 and summer 2013.
- 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 2013 winter academic period.

Work Experience

Bakery Staff

Costco Wholesale – London, Ontario

2012 - 2014


- 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 2014.
- 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



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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
Experience



Skills From
Academics



Bilingual

Navin Slaklas

555 My Street, Kingston, Ontario | 613-555-5555 | 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

2017 - 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)

2017

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)

2017

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

2016

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 2019

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

French Immersion Program

2011 - 2015

Galt Secondary School, Winnipeg, Manitoba

Training and Certification

Advanced Wilderness First Aid

2017

Canadian Red Cross, Kingston, Ontario

- Industry recognized certification in CPR-C, AED, and Wilderness and Remote First Aid

Avalanche Safety Training: Level 1

2017

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

2017

Queen's University, Kingston, Ontario

DELFI International French Language Assessment: Level B2

2016

- Diplôme 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

2017

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



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

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Keyence Corporation Company Overview

- Founded in Japan in 1974, Keyence Corporation has steadily grown to become a leading force in **industrial automation technologies**, serving over 200,000 customers in over 100 countries worldwide.

- Keyence has expanded into an efficient global network of 19 **international direct sales affiliates**, with annual sales exceeding **\$3 Billion**, and **3,300 employees worldwide**.

- Keyence Canada was established in 2004. We have offices in **Mississauga, Montreal and Windsor** and are actively hiring to further cultivate existing markets to continue to grow our business.

At Keyence, we pride ourselves on providing a wide variety of manufacturers the world's best automation technologies. But, we are not satisfied to merely offer the world's best technologies. We know that the true key to our success is our highly trained, direct sales force. KEYENCE is committed to providing its customers with the most professional, consultative sales force and support staff in any industry.



Clubs and
Activities



Research
Experience



Athletics

CORDELIA LEE

(613) 555-5555

myemail@queensu.ca

555 My Street, Kingston, ON, K5K 5K5

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 2014 – 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 2015 – 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 2014

- 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 2013 – 2014

- Prepared and shredded confidential files

ADDITIONAL WORK EXPERIENCE

Dance Instructor, 5-6-7-8, Kingston, ON 2015 – 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 2015 – 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 2012 – 2014

- 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 2011 – 2014

- 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 2012 – 2014

- 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 2016-2017

- 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 2015 – 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 2015

- 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 2012 – 2014


- 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 – 2013

Dannskon Teacher Training Program – 2012 – 2013

Dance Assistant Course – 2010



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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/Study
Abroad



Bilingual

LISA LEUNG

555 My Street, Kingston, ON, K5K 5K5

613-555-5555

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

2014-2018

- Specializing in Accounting with a cumulative GPA of 3.85
- Graduate Diploma in Accounting – en route to obtaining CPA designation
- Queen's University Principal's Scholarship, D.I. McLeod Dean's List Scholarship
- Exchange to Crestiqua University, Spain (Fall/Winter 2016-2017)

BUSINESS-RELATED EXPERIENCE

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

2017

- 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 2013-2014 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

2016

- Persuaded 85% of small business owner clients to further engage with the Bank of China over other alternatives
- Transcended 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

2014-2015

- 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

2013-2014

- 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

2016-Present

- Gained experience prioritizing and addressing diverse inquiries from clients, 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)

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



Clubs and
Activities



Technical
Experience



Graduating
Year

Kevin Wasmua

55 My Street, Kingston, Ontario, K7L 3N4
T: 613 555-6565
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	2015-2019
	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	2015 to 2016 & 2017 to 2018
	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 2018
	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 2012, 2013, 2014
	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 2016
	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.

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
Experience



Skills From
Academics

Tony Kaar

555 My Street, Kingston, ON, K5K 5K5, 613-555-5555, 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.

Summary of Strengths

- **Problem solving:** Experience troubleshooting a malfunctioning glass cutting CNC machine by 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, led employees in effective time management to meet deadlines
- **Communication skills:** Fluent written and verbal communication in English and French

Education

B.Sc. Chemical Engineering 2015-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 2017

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 2016

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

Cooking Staff

May-September 2014/2015

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 2013-October 2014

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 2013 for archery
- Have continued with skiing and archery, and recently started playing rugby



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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
Experience



QUIP

Carla Lopez

555 My Street, Kingston, ON, K5K 5K5
613-555-5555

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) 2015 – 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 2011-2015
Bishop Belleau Catholic School, Moosonee, ON

Relevant Experience

Hydro Ottawa Limited - Summer Student Employment Program, Ottawa, ON 2017

- 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 2016

- 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 2014 – 2015

- 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 2012 – 2013

Northern Store, Moosonee, ON

- Stocked produce section of grocery store
- Trained as support cashier to help during busy times

Moosonee Softball Umpire 2012 – 2014

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 2011 – 2013

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

Link Leadership Program 2011 – 2012

Bishop Belleau Catholic School, Moosonee, ON

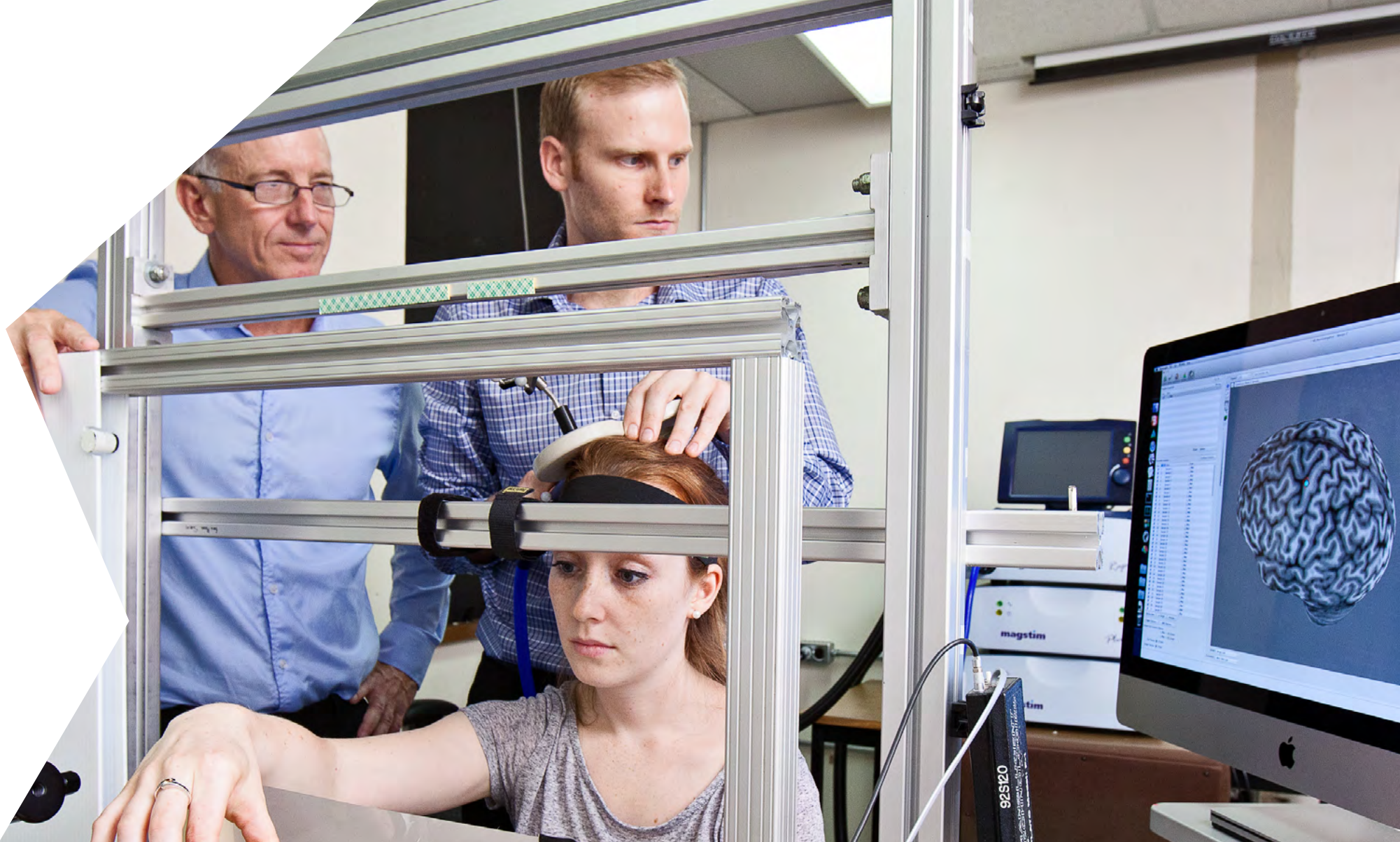
- Mentored incoming Grade 9 students to ensure a smooth transition into high school life
- Organized and led monthly meetings with early-year students to develop learning and problem-solving strategies

Team Captain 2013 – 2014

Bishop Belleau Hockey Team, Moosonee, ON

Team Captain 2013

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

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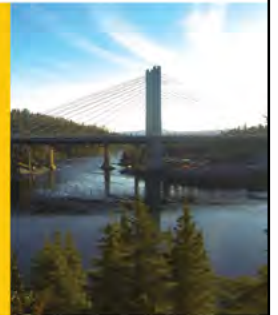
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 ferrovial.com



Athletics



QUIP



Skills From
Academics

Paul Case | 555 My Street, Kingston, ON, K5K 5K5 | myemail@queensu.ca | 613-555-5555

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 2014-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 2015
- Awarded to a volunteer who shows outstanding dedication and commitment

RELEVANT EXPERIENCE

- Customer Service Representative**, TD Canada Trust, Kingston, ON 2016-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 2015
- 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 2015-2016
- 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 2015-Present
- Developing leadership skills through being responsible for patron safety
 - Demonstrating responsibility through overseeing pool operation
- STRIVE**, Queen's University, Kingston, ON 2015-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 2014-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 2014-2016
- Learned various communication skills and how to be effective in a team setting
- Swim Instructor & Lifeguard**, Lifetime Athletic, Mississauga, Ontario 2013-2014
- Enhanced communication skills through teaching lessons to various age groups
- Cashier**, Grocery Checkout, Queen's University, Kingston, ON 2015-2016
- Ensured quality experience of customers
- Intramural Water Polo Referee**, Queen's University, Kingston, ON 2015-2016
- Responsible for enforcing rules and ensuring fair play

ADDITIONAL VOLUNTEER EXPERIENCE

- Logistics Coordinator**, Queen's Model UN, Queen's University, Kingston, ON 2015-2016
- 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 2015
- 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 2015
- 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 2014-2015
- 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 2014-2015
- Historical Security Council
 - Involved in the organization of a four-day inter-university conference
 - Organized and regulated debate for the Historical Security Council

A photograph of three young people (two men and one woman) smiling and posing in front of a large rainbow flag. The woman on the left is wearing a white t-shirt and a rainbow scarf. The man in the middle is wearing a white floral shirt. The man on the right is wearing a white t-shirt with the word "nice" in rainbow letters and a small red maple leaf. They are all smiling and appear to be at a Pride event. The background shows green foliage and other people in the distance.

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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



Research
Experience

Jesse Sparks

613-555-5555
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

2018 *Queen's University* *Kingston, Ontario*
Bachelor of Science (Honours) – Life Sciences
2016 - 2018 – 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

June 2018- Present *Canadian Cancer Trials Group* *Kingston, Ontario*

Research Associate

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.

Sept 2017 – June 2018 *Canadian Cancer Trials Group* *Kingston, Ontario*

Clinical Trials/Tumour Bank Assistant

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.

May 2017 – August 2017 *Canadian Cancer Trials Group* *Kingston, Ontario*

Tumour Bank Assistant

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.

Employment Experience Continued

Sept 2016 – April 2017 *Canadian Cancer Trials Group* *Kingston, Ontario*

Student Researcher

Responsible for data and consent verification on various cancer clinical trials. In the process learned about how clinical trials are properly conducted.

May 2016 – August 2016 *Queen's University* *Kingston, Ontario*

NSERC-USRA Summer Researchship

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 & Community Activities

2016 - Present *Kingston, Ontario*

Rob Roy Pipe Band

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

2011 - Present *Ottawa / Kingston, Ontario*

Musician

Entertain at local and international events, including the Glengarry Highland Games, Rural Expo, various fairs, and senior's homes.


2010 - 2015 *Ottawa, Ontario*

MacCulloch Dancers

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.

References

Available upon request

A group of young men, likely a university choir or performance group, are performing on a stage. They are wearing matching dark blue cardigans with yellow and red stripes on the sleeves, white shirts, and patterned ties. They are also wearing khaki trousers. The man in the foreground is singing into a microphone and gesturing with his hands. The background is a dark, wood-paneled wall.

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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
Experience

Ellie Earp

555 My Street, Markham, ON, L5L 5L5

Phone: 647-555-5555 | 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 2013 - 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 2015 - 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 2015 - 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 DLSR Video/photography and Panasonic HS – X1000 (Livestream)

WISC Member (Women in The School of Computing)

September 2015 - 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 Designer

April-2013 - 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 Specialist

June-September 2014

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 2013

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
Experience



Entrepreneur

SELENE BOLS

555 My Street, Kingston, Ontario, K5K 5K5
myemail@queensu.ca
613.555.5555 (m) & 613.555.5555 (h)

EDUCATION

- 2017 **Bachelor of Arts - Economics**, Queen's University
- Business Certificate including Marketing, Finance, and Business Fundamentals
 - Graduated with distinction, Dean's List 2013-2017
- 2017 Personal Productivity Workshop Series
- 2017 Apple Canada iBooks Training
- 2018 Currently undergoing training in HTML, CSS and Java

RELEVANT WORK EXPERIENCE

- Administrative Assistant to the Department Head of Nursing** 2017 – 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 2017
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,

2013 – 2015

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

2016 – 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,

2014 – 2017

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 designers

Co-Founder

2013 – 2016

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

2016 – 2017

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



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Dufferin Construction Company, a division of CRH Canada Group Inc. established in 1912, is one of the largest heavy civil engineering contractors in the industry, and we are continuing to grow. Dufferin has a solid industry reputation and prides itself on hiring top level employees and encouraging and supporting their career development.

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- Tax
- Technology consulting

pwc

CAREER SERVICES EVENTS

2018-2019

CAREER FAIR

SEPTEMBER 25, 2018

The ARC
10:30am-3:30pm

Don't miss the biggest career event of the year! Network with employers, explore further education, take a LinkedIn profile picture, and more!

ENGINEERING & TECHNOLOGY FAIR

OCTOBER 16 & 17, 2018
JANUARY 23, 2019

GRANT HALL
10:30am-3:30pm

Learn about internships and new grad career opportunities in engineering, computing, and tech.

SUMMER OPPORTUNITIES FAIR

JANUARY 22, 2019

The ARC
10:30am-3:30pm

Meet employer representatives from a variety of locations and sectors looking to employ students over the summer!

MAJORS NIGHT

FEBRUARY 28, 2019

GRANT HALL
4:00pm-7:00pm

Trying to pick a major? Come speak to advisors and current Arts and Science students to help you decide!

DROP-IN CAREER ADVISING

CAREER SERVICES
Monday-Thursday
1:30pm-3:30pm

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for an exciting career
in Consulting?



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Study/Work
Abroad



Bilingual



Technical
Experience

Nathan Sorenson

Phone: (613)-555-5555 | 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 Herstmonceux, 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

Current

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

March 2015 -
Present

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

September
2016 -
Present

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

May 2016 -
Present

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
- 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

May 2015 -
October
2016

*Seasonal

Queen's Journal
Photo Editor & Staff
Writer

September
2015 -
April 2016

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



Clubs and
Activities



Work/Study
Abroad

ANNA CHEN

(613) 555-5555 | myemail@queensu.ca
555 My Street, Kingston, ON, K5K 5K5

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 | Kingston, ON | 2016 - 2018 |
|---|--------------|-------------|
- 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 | Kingston, ON | 2014 - 2016 |
|---|--------------|-------------|
- 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. | Rockport, ON | 2010 - 2018 |
|----------------------|--------------|-------------|
- 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

- | | | |
|--------------------|--------------|------|
| Queen's University | Kingston, ON | 2016 |
|--------------------|--------------|------|
- 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

- | | | |
|--------------------|--------------|-----------|
| Queen's University | Kingston, ON | 2015-2016 |
|--------------------|--------------|-----------|
- Strategized an advertising and media plan for the Association of Fundraising Professional's (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

Extended Member - Homecoming Program Group

- | | | |
|--------------------|--------------|-----------|
| Queen's University | Kingston, ON | 2013-2016 |
|--------------------|--------------|-----------|
- Assisted in the successful planning and delivery of the Queen's Homecoming weekend program
 - Educated the telefundraising leadership team and callers on the preferred messaging
 - Helped strengthen correspondence with University alumni, parents, friends and stakeholders
 - Volunteered over both Homecoming weekends in various roles including transportation staff, volunteer lounge coordinator and football staff ambassador

Staff Volunteer - Advancement Enhancement Day Committee

- | | | |
|--------------------|--------------|------|
| Queen's University | Kingston, ON | 2016 |
|--------------------|--------------|------|
- 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

- | | | |
|--------------------|--------------|-------------|
| Queen's University | Kingston, ON | 2015 - 2016 |
|--------------------|--------------|-------------|
- 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

Boston University	Boston, MA	2017
-------------------	------------	------

Bachelor of Arts (Honours) – Film & Media, Gender Studies

Queen's University	Kingston, ON	2016
--------------------	--------------	------

Bader International Student Study Centre

Queen's University, Herstonceux Castle	England	2014
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Interviews are more than a series of questions. Learn how to tell your story at an interview workshop!

Learn more at careers.queensu.ca

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

555 My Street, Kingston, ON K7L 3N6 | myemail@queensu.ca | 613-555-5555

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
Advantage Health, Kingston, ON

October 2018-Present

PHYSICAL THERAPY PLACEMENTS RELEVANT FOR SPORTS PHYSIOTHERAPY

Children's Outpatient Clinics & Providence Care Outpatient Clinic – Kingston, ON April-May 2018

- 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 2018

- 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.

FL!P Physiotherapy – Ottawa, ON

January – February 2017

- 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 2018

- 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 2018

- 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 2015

- 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 2015

- 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 2011-2016
- Cataraqui Clippers Soccer Club – Team Coach 2016-2018

Volunteers for Intercultural and Definitive Adventures

May 2015

- 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

2012-2016

- 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

2012-2016

- 2011 Canadian Interuniversity Sport (CIS) National Champions / Ontario University Athletics (OUA) gold medalists; 2010 CIS National Champions / (OUA) silver medalists; 2009, 4th place at CIS Nationals OUA silver medalists.

EDUCATION

Master of Science in Physical Therapy, GPA: 3.90

2016-2018

Queen's University, Kingston, ON

Bachelor of Science (Honours) in Kinesiology, GPA: 3.65

2012-2016

Queen's University, Kingston, ON

PROFESSIONAL DEVELOPMENT

- Certificate of Independent Practice – College of Physiotherapists of Ontario 2018
- Physiotherapy Resident July 2018
- PCE Practical Component November 2018
- Kinesio Taping Association December 2018
 - KT1: Fundamentals of Kinesio Taping
 - KT2: Advanced Kinesio Taping December 2015
- CPA Ortho. Division Manual Therapy Certification - Level 1 17 June 2018
- The Mulligan Concept - Lower Quadrant, Jack Miller, CANZED Seminars June 2018
- 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
Experience



Work/Study
Abroad

TEAGAN REID

555 My Street, Kingston, ON, K5K 5K5
Phone: 613-555-5555 | 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,	2017
Bachelor of Arts, Honours , University of Ottawa, Ottawa, ON	2015
Graduated Magna cum laude. Major: Philosophy, Minor: Environmental Studies	
OSSD – Canterbury High School, Drama Major, Ottawa, ON	2011

TEACHING EXPERIENCE

French Instructor , Ottawa Waldorf School, Ottawa, ON	Present
<ul style="list-style-type: none"> Responsible for teaching three split classes: French grammar, vocabulary and culture Successfully implementing an arts-based approach to education 	
Teaching Assistant , Queen's University, Kingston, ON	2016 to April 2017
<ul style="list-style-type: none"> 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, Kingston, ON	February and November 2016
<ul style="list-style-type: none"> 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	2015
<ul style="list-style-type: none"> 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	2013 to 2015
<ul style="list-style-type: none"> 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, Ottawa, ON	2011 to 2014
<ul style="list-style-type: none"> 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	2013
<ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> <i>When I Get There</i>, performed as part of master's degree 	2017
Director	
<ul style="list-style-type: none"> <i>Emissions: a Climate Comedy</i>, Ottawa Fringe Festival, Ottawa, ON <i>3am</i>, Social Theatre Festival, St. Paul's University, Ottawa, ON 	2016 2013
Devisor & Performer	
<ul style="list-style-type: none"> Adaptation of <i>The Odyssey</i> for Wapsipinicon Theatre Festival, Independence, Iowa <i>Circe/Landfall</i>, Canada Dance Festival, Ottawa, ON <ul style="list-style-type: none"> Bilingual collaborative project with Daniel Mroz's Les Ateliers du Corps 	2016 2013
Actor	
<ul style="list-style-type: none"> Cara, <i>When I Get There</i>, Queen's University, Kingston, ON Troupe Member, Lazzi, Lazzi - Odyssey Theatre, Ottawa, ON <ul style="list-style-type: none"> Performed Commedia dell'arte animation under Laurie Anderson Eddie May Murder Mysteries, Ottawa, ON <ul style="list-style-type: none"> Cast of travelling shows, performing comedic roles for dinner theatre events Viola, <i>Twelfth Night</i>, Company of Fools, Ottawa, ON Nina, <i>The Seagull</i>, Third Wall Theatre Company, Ottawa, ON Cecily, <i>The Importance of Being Earnest</i>, Third Wall Theatre Company, Ottawa, ON 	2017 2013 to 2015 2007 to 2011 2010 to 2011 2005 2005
Dancer	
<ul style="list-style-type: none"> Member of Grasshoppa Dance Exchange Member of PHOOM dance company <ul style="list-style-type: none"> Performed at the Almonte Herbfest and the Ottawa Lumiere Festival 	2012 2005

PROFESSIONAL DEVELOPMENT

<ul style="list-style-type: none"> Self-producing workshop with Convergence Theatre Devising in the Landscape, Magnetic North Theatre Festival Masterclass with Sue Hill Sivananda Yoga Teacher Training (200 hours) Stilting workshop with Laura Astwood Intro to Popular Theatre Workshop, Informa Theatre Anti-Oppression Training with the Canadian Youth Climate Coalition Clown Workshop with Nicolas DiGaetano Bouffon training with Adam Lazarus Mask training with Sonia Norris, University of Windsor 	2016 2017 2015 2014 2012 2012 2012 2008 2008
--	--



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



Research
Experience

Cole Freeman

myemail@queensu.ca
613-555-5555

Current address

555 My New Street
Kingston ON, K5K 5K5

Permanent address

555 My Street
Montreal QC, H5H 5A5

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

2014 – 2018

Bachelor of Science (Honours), Biology, Queen's University

- Honours thesis: *The influence of species and location on size relationships in recreational fish species in Ontario*
- Supervisor: Dr. Fredrick Fiske

HONOURS

2014 – 2015

Queen's Principal's Scholarship

- \$8,000 awarded for a +90% high school average

2017 – 2018

Dean's Honour List, Queen's University

- +3.50 GPA

RESEARCH EXPERIENCE

2017 – 2018

Undergraduate Honours Research: Department of Biology, Queen's University (Thesis Supervisor: Dr. Fredrick Fiske)

- 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".

RELEVANT COURSE HISTORY

- 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

May – Sept. 2016
June – Sept. 2017

Instructor, Queen's University Science Quest

- 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

Summer 2017

Research Assistant, Dr. Fiske's Lab at Queen's University

Oct. 2017 – March 2018.

- Sampled, measured, and tagged Northern Pike at various sport fishing tournaments in Southern Ontario.
- Dissected Northern Pike to analyze stomach contents and retrieve otoliths.

2015-2017

Executive Member, Right to Play at Queen's University

- 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).

2016

"GAEL" (Orientation Week leader), Queen's University

- 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

2015 – Present

Member, American Contract Bridge League (ACBL)

2012-2016

Member, the Montreal Ultimate Frisbee League



Do interviews make you anxious? Learn how to overcome interview anxiety at a “Panic to Power” workshop.

Learn more at careers.queensu.ca

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
Experience



2nd or 3rd
Year

Linnea Spencer

555 My Street, Kingston ON, K5K 5K5
myemail@queensu.ca
613-555-5555

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 2015 – present

- GPA (in most recently completed academic year): 4.00
- Queen's University Dean's Scholar, 2017
- Queen's University Excellence Scholarship, 2015
- 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

2016

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

2015

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



Clubs and
Activities



Work/Study
Abroad



Graduating
Student

SAMANTHA DAY

555 My Street, Kingston, ON, K5K 5K5 | myemail@queensu.ca | 613-555-5555

EDUCATION

Bachelor of Commerce, Smith School of Business, Queen's University, Kingston, ON Class of 2017

- 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 2015

Bader International Study Centre at Herstmonceux Castle – United Kingdom Winter 2015

PROFESSIONAL EXPERIENCE

Management Consulting Intern, NetGain Partners Inc., Toronto, ON 2015 – 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 2015-2017

- 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 2014

- 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 2016-2017

- 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 2015-2017

- 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 2013-Present

Marketing Team Lead, TORONTO+acumen: Dignity in Focus 2016

Delegate, Queen's Conference on Philanthropy 2015

Delegate, Queen's Women in Leadership Conference 2013 & 2014



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
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