

Patricia MacLean

1234 Any street, Dartmouth, NS | (902) 555-5555 | pgmaclean@spacemail.net
Re Competition# NCC-1701A-CB

EDUCATION

May 20, 2015
(Anticipated) B.Eng (Electrical), *Dalhousie University, Halifax NS*

EXPERIENCE

September 2014 – Present
Research Assistant, *Dalhousie University Department of Engineering, Halifax NS*

- Provided high-level research and testing support for faculty researching shuttle systems technology
- Demonstrated detailed knowledge of shuttle systems technology
- Demonstrated excellent problem solving skills

May – Aug 2014
Engineering Assistant (Summer Co-Op Placement), *Credence Aeronautics, Bedford NS*

- Performed checks and maintenance on flight systems
- Diagnosed and repaired testing equipment
- Worked with an interdisciplinary team, providing support and assistance to other functions

February 2012 – Present
Civilian Gliding Instructor (Volunteer), *Royal Canadian Air Cadets, Bedford, NS*

- Obtained Glider Permit, and gained experience piloting aircraft (Glanders)
- Taught flights and safety skills to students aged 16-20
- Demonstrated excellent interpersonal skills

SKILLS AND CERTIFICATIONS

First Aid and CPR certified (St John's Ambulance)

Glider Permit

Languages: French (Advanced)

Advanced Computer Skills

Smith, Tamara Z 3/31/2015 12:50 PM

Comment [1]: Patricia kept her formatting simple: she knows that we screen resumes online, so flashy formatting can make it harder to read.

Smith, Tamara Z 3/31/2015 12:50 PM

Comment [2]: Include the competition number on your resume.

Smith, Tamara Z 1/26/2015 2:20 PM

Comment [3]: Patricia is still in school, but she'll graduate with a Bachelor's degree in Engineering before this job starts. She listed her anticipated graduation date to show that she will have the education she needs.

Smith, Tamara Z 3/31/2015 12:52 PM

Comment [4]: Wherever possible, Patricia used the same wording as the posting in her resume.

Pro tip: create a new resume for each job you apply for, and tailor your wording for each one.

Smith, Tamara Z 3/31/2015 12:51 PM

Comment [5]: Don't forget to include relevant volunteer experience as well as co-ops, work terms, and internships. These are great ways to gain experience, and your experience counts!

Smith, Tamara Z 1/26/2015 2:28 PM

Comment [6]: Skills and languages might be assessed through testing, but it's a good idea to list them on your resume as well.