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Okanagan College – Student Graduate, and Co-op Employment Centre

RESUME – TIPS & EXAMPLES

THE NUMBER ONE PURPOSE OF A RESUME

The resume is a tool with one specific purpose: to win an interview. A resume is an advertisement, nothing more, nothing less.

A great resume doesn't just tell them what you have done but makes the same assertion that all good ads do: **If you buy this product, you will get these specific, direct benefits. It presents you in the best light.** It convinces the employer that you have what it takes to be successful in this new position or career.

It is so pleasing to the eye that the reader is enticed to pick it up and read it. It "whets the appetite," stimulates interest in meeting you and learning more about you. It inspires the prospective employer to pick up the phone and ask you to come in for an interview.

OTHER POSSIBLE REASONS TO HAVE A RESUME

- To pass the employer's screening process (requisite educational level, number years' experience, etc.), to give basic facts which might favorably influence the employer (companies worked for, political affiliations, racial minority, etc.). To provide contact information: an up-to-date address and a telephone number (a telephone number which will always be answered during business hours).
- To establish you as a professional person with high standards and excellent writing skills, based on the fact that the resume is so well done (clear, well-organized, well-written, well-designed, of the highest professional grades of printing and paper). For persons in the art, advertising, marketing, or writing professions, the resume can serve as a sample of their skills.
- To have something to give to potential employers, your job-hunting contacts and professional references, to provide background information, to give out in "informational interviews" with the request for a critique (a concrete creative way to cultivate the support of this new person), to send a contact as an excuse for follow-up contact, and to keep in your briefcase to give to people you meet casually - as another form of "business card."
- To use as a covering piece or addendum to another form of job application, as part of a grant or contract proposal, as an accompaniment to graduate school or other application.
- To put in an employer's personnel files.
- To help you clarify your direction, qualifications, and strengths, boost your confidence, or to start the process of committing to a job or career change.

HOW TO WRITE A RESUME

Leslie Smith

123 View Road Kelowna, BC V1X 1N2

250-555-1212 bob.smith@telus.com

Objective

This is the area that you tell the employer what position you want and why you would be a good person for that position. (What you can give to them and what you want from them) The purpose is to **specify** the position you desire and the skills you possess. Consider making a **different objective for each position you are applying for**, making it focused on that particular position

Highlights

- ✓ This should be three to five points that would most interest your employers (example how many years you have worked in this industry, tools you can use, certificates you possess etc...) your assets and attributes you think the employer wants most
- ✓ Include a well-rounded list from the following suggestions: Self-management, Transferable/Job Specific/ Technical Skills, Relevant Work Experience, Languages Spoken, Training, including any certification and awards (Food Safe, etc).

Relevant Skills and Abilities

This is the place where you list the most important skill that you possess for the position that you are applying for and then expand on them directly.

Education

The place where I most recently went to school or was trained was: City and province: Dated started: Date finished: The highest level completed: You can give the year of your expected graduation. If you are a good student you can list your GPA.

Experience

List your work or volunteer experience in reverse chronological order, most recent experience first.

Interests

- My spare time activities include:
- Interests should convey your **passion**, and **motivation**

References

- Although references do not have to be included with the résumé, you need to have a list of references ready and available should a potential employer ask for one. Some companies may ask for references to be included at time of application. Include essential information (**Ask permission in advance before using someone as a reference.**)
- **Note:** For co-op positions, include at least one reference who can comment on your ability to carry out the job for which you are applying. If necessary, include a professor for reference.

EXAMPLE

Bob Smith

123 View Road Kelowna, BC V1X 1N2
250-555-1212 bob.smith@telus.com

Objective

To obtain a position as an Aircraft Maintenance Engineer (AME) – BAE146/RJ85 with Ledcor where I will be able to use my educational and practical experience to ensure aircraft accordance with applicable standards of airworthiness

Summary of Qualifications

- Over 5 years of educational and employment Aircraft Maintenance experience
- Possess Transport Canada AME License M2 and BAE146 – 100/200/300/RJ85 endorsement from Northern Lights and Okanagan College
- Excellent troubleshooting and analytical skills
- Proven observational, decision-making and time management skills
- Adaptable team leader, able to motivate, mentor and coach
- Valid passport and clean drivers abstract

Relevant Skills and Abilities

Aircraft Maintenance

- Troubleshoot and diagnosed problems on 20 different aircraft, making adjustments, repairs, and performing preventative maintenance
- Tracked and planned maintenance activities and coordinated with Dispatch and Administrators
- Maintained aircraft records using computerized maintenance tracking system
- Supervised and supported Junior AME's and Apprentices
- Ensured the completeness and accuracy of all required paperwork

Safety:

- Understand and appreciate the applicable laws, rules, regulations, and/or policies and procedures
- Maintained 0 incidents in all workplaces

Education

Aircraft Maintenance Engineer

Okanagan College
Northern Lights College

Kelowna, BC
Dawson Creek, BC

Grad Spring 2016

Academic Upgrading

Selkirk College

Nelson, BC

2011-2012

Grade 12 Diploma

Mountainview Secondary

Nelson, BC

2010

Experience

Aircraft Maintenance Engineer

Fightcraft

Kelowna, BC

2011- Present

Roofer

Protract Construction

Edmonton, AB

2009-2011 (contracts)

Labourer

Rocky Construction

Calgary, AB

2007-2008 (summers)

Volunteer/Interests

Working on cars, installing electronics, going to the gym, karate and being with family and friends

References

John Earlman, Owner

CKNG Contracting

(250) 828-1962

Dirk Detter, Supervisor

Rocky Construction

(250) 783-6869

HOW TO WRITE A COVER LETTER

NOTE: Your HEADER should look the same as your resume's header

Your Name
Your Street Address
City, Province
Postal Code

Date

Contact Person's Name
Their Position or Title
The Company's Name
Company's Mailing Address

Dear Mr. / Mrs. / Ms. (contact Person's Last Name Or Attention Personnel Manager)

RE: Competition Number XXXX or Position Title

The body of your letter should not be more than 3 or 4 paragraphs. The first paragraph should include:

- The position that you are interested in (there might be more than one position open);
- Why you want to work for that employer;
- How you heard about the position (this is a courtesy to the employer).

The next paragraph(s) should contain the following information:

- How you qualify for the position. Do not be afraid to repeat things stated in your resume – just do not copy and paste.
- Something about you (skills, training, accomplishments or personal characteristics) which could make you stand out from the other possible applicants and the reason why you should be hired.

Your last paragraph should close with stating you included a resume and possibly letters of reference for their review. Lastly, include a request for an interview along with how the employer can best contact you.

Sincerely,

Your signature

Type your name
Encl.

Bob Smith

123 View Road Kelowna, BC V1X 1N2

250-555-1212 bob.smith@telus.com

May 31, 2017

Mr. Don Smythe
Ledcor Human Resources
1234 456 Street SE
Calgary, AB, T2E 2T1

Dear Mr. Smythe:

RE: Job Number: 4450572

Please accept this as my application for the above noted competition for the Aircraft Maintenance Engineering with Ledcor. I am relocating to Edmonton at the end of July and am very interested in working with huge equipment, a company with strong family spirit and commitment to each other.

I possess over two years of educational experience as an Aircraft Maintenance Engineer and I have the credentials, skills and abilities that are required for this opportunity including:

- Possess Transport Canada AME License M2 and Hold BAE146 – 100/200/300/RJ85 endorsement
- Excellent troubleshooting and analytical skills with strong computer skills
- Proven observational, decision-making and time management skills
- Strong interpersonal and communication skills, with proven leadership skills
- Successful completion of pre-employment drug & alcohol testing requirements
- Holds a valid passport

I am committed to contributing quality workmanship in your dynamic, team-oriented environment and am looking for an opportunity to work, grow and contribute to your organization. I am available for employment immediately and can be contacted at (250-555-1212) or via email at bob.smith@telus.com. I look forward to hearing from you soon.

Regards,

Bob Smith

Bob Smith
Encl: Resume