



Career Counseling Department

# RESUMÉS

## YOUR RÉSUMÉ SHOULD HIGHLIGHT YOUR POTENTIAL, BE PERSUASIVE AND PROFESSIONAL.

Your résumé must *allow prospective employers to see what you can offer them at a glance*. A strong résumé is what will get you an interview!

### A strong résumé should:

- ⇒ Be customized to match the position and company you are applying for
- ⇒ Show a prospective employer that you meet their needs
- ⇒ Contain only information that is appropriate and accurate
- ⇒ Use a clear structure and compelling content
- ⇒ Showcase your strengths and inspire confidence
- ⇒ Be written in excellent English or French
- ⇒ Not exceed two pages (except for academic résumés)

### 3 steps before you get started:

1. Understand the employer's requirements
2. Analyze your application and identify what you have to offer them (strong skills, transferable expertise, personal attributes, aptitudes, etc.)
3. Prepare and adapt your résumé and cover letter to match the position you are applying for

### MAIN RÉSUMÉ SECTIONS

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There is no perfect résumé template that you should follow. All sections should be created and organized depending on what you want to tell the prospective employer. You can't tell them everything and you don't have to. However, you should include the following sections because they are critical for evaluating your application:

- Contact information
- Summary
- Education
- Relevant experience

On the following page, you will see some comments about a **sample résumé** for a third-year mechanical engineering student seeking a production planning internship.

✓ **Contact information:**

There are two ways to share your contact information:

**NIKOLA TESLA**  
2500, chemin de Polytechnique  
Montréal (Québec) H3T 1J7  
514 340-4730  
[stages.emplois@polymtl.ca](mailto:stages.emplois@polymtl.ca)

**NIKOLA TESLA**  
514 340-4730  
[stages.emplois@polymtl.ca](mailto:stages.emplois@polymtl.ca)

If you decide to use the short format, your résumé should make it clear that your home base is close to the company's location. If this isn't the case, the prospective employer could be scared off by your geographical distance and the complications that could result from hiring you.

✓ **Summary:**

The summary is a section at the top of your résumé. It should pique the prospective employer's interest and quickly show that you are a good candidate. It should emphasize the experiences, knowledge and attributes you have that are **an asset for the position**. It is not a general overview of your skills. Structure it as a bulleted list (usually with four to six points).

Keep in mind the tasks and requirements listed in the job posting, and any information about the company (mission statement, values, projects, etc.). Select those that fit your profile and write the summary to reflect them.

- Production planning experience: integration projects completed jointly with others in the industry
- Knowledge and interest in computer-aided design (CAD) with ABC software
- Ability to bring a team together: enthusiasm, active listening and a proactive approach
- Solid ability to write reports and present results
- Experience in conflict resolution developed when fulfilling professional and academic commitments
- Excellent command of business English developed through constant use with various partners and clients

✓ **Education**

Place the names of degrees received and programmes currently underway so that they can be read first. This information takes precedence over the academic institution you attended and the dates of your program. Enter the number of credits completed and your GPA if it greater than or equal to 3.0/4.0.

**Bachelor's degree in Mechanical Engineering****2015 – 2019**

Specialization in manufacturing

*Polytechnique Montréal*

75/120 credits completed

GPA: 3.1/4.0

**✓ Relevant engineering experience**

This can take various forms. Jobs aren't the only way to gain experience! Your internships, projects (academic or personal) and commitments, whether in Québec or elsewhere, are also highly valuable. Provide information on your experience as follows:

- Summarize the position appropriately using a bulleted list
- Begin describing each responsibility with action verbs or nouns
- Describe what you've accomplished and how you did it
- Use key words that match the job posting

**Drone design project – Polytechnique Montréal****2017**

Integration project 2: Worked with a group of five people to design and determine the size of a drone to meet the fictitious requirements of a client at Dolvog

- Designed, independently, the concept chosen by the team using ABC software
- Sounded out the various viewpoints of team members and incorporated changes into the design
- Helped check calculations for constraints developed by other team members
- Contributed new ideas for production planning
- Wrote reports and provide logistics for meetings (secretarial role)

**MEMBER – SOCIÉTÉ TECHNIQUE DE VINCI / POLYTECHNIQUE MONTRÉAL**

2016–2017

- Worked with a team to design and build a time machine and participate in a major competition in Iceland
- Exchanged ideas actively to identify innovative solutions intended to improve procedures at various stages of the project
- Tested prototypes using X and Y techniques

**MANUFACTURING PROCESS SUPERVISOR (INTERNSHIP) - BANOMAX, Montréal**

2016

- Helped complete continuous improvement projects related to plumbing fixture product development
- Contributed to prototype modelling using A and B software
- Made clear, structured presentations to a management team from Centre Hospitalier Universitaire Sainte-Justine
- Worked in a multidisciplinary team with engineers and technicians

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**ADDITIONAL RÉSUMÉ SECTIONS**

Several sections may be added to round out the résumé. Select, change or create those that showcase your strengths and are appropriate for the position you're applying for. Think outside the box!

- Technical and computer skills
- Other experience/other training (see concrete examples on page 5)
- Licencing and certification
- Conferences/publications/grants/languages/interests/patents

✓ ***Technical and computer skills***

Be specific: feel free to identify your level of proficiency and whether your knowledge is theoretical or practical. Like any other résumé item, these skills can also be mentioned in the summary if appropriate.

- Statics, dynamics and mechanics of materials calculations
- Thermodynamics, heat response
- Work with project specifications and a project book
- Design: Catia V5, AutoCAD
- Programming and calculations: MATLAB
- Office suite: Word, Excel, PowerPoint

## ✓ *Other experience<sup>1</sup>*

This section includes jobs, volunteer positions and activities that are not directly connected to engineering but are relevant for the position. Some of this experience could, at first glance, seem to have little in common with engineering. However, you can often identify transferable skills sought by employers in your field. Don't leave them out!

### ***Customer service and communications experience***

#### **HOST – TIM HORTONS, Montréal**

2014–2016

- Provided friendly service in both official languages
- Communicated clearly with my colleagues so that we could work effectively
- Ensured hygiene and cleanliness standards were met
- Prepared orders quickly and prioritized effectively

### ***Social engagement***

#### **VOLUNTEER REFEREE – REGIONAL HOCKEY LEAGUE, Longueuil**

2010–present

- Encouraged players to play responsibly and applied the regulations in force
- Remained calm and impartial while making sure players were safe
- Handled conflicts between players and parents fairly

## ✓ *Licencing and certification*

Licences and certificates are required for some positions or listed as assets by employers. Such qualifications mean an applicant can be mobile or becomes an effective employee soon after taking an internship/position

- Class 5 licence
- ASP construction certification

## ✓ *Languages*

Your knowledge of a second or third language could give you an advantage with certain employers. If you apply for jobs in Québec, French and English are generally required. If you are applying with companies abroad (or which do business abroad), feel free to mention any appropriate languages (even if you only know the basics!).

There are several ways to identify your level of proficiency:

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1. Instead of “Other experience”, go ahead and choose a heading that sends the message you want to give prospective employers. Try headings such as “**Social engagement**”, “**Leadership experience**”, “**Communications and customer service experience**”, etc. Such headings clearly state the topic concerned.

You could refer to the [Common European Framework of Reference for Languages \(CEFR\)](#)

- French: C2 level (Mastery)
- English: B2 level (Advanced)
- Mandarin: A1 level (Basic)

## OR

- French and English (bilingual)
- Serbo-Croatian (excellent oral comprehension and basic writing skills)

### ✓ *Interests*

If you decide to list your interests, they must be appropriate for the position or company you are applying for. A prospective employer must be able to connect them with the values, tasks, environment or attributes required for the position. For example, these interests reveal your discipline, independence, resourcefulness and your strong interest in your field of study.

- Karate: green belt
- Travelled alone in central Europe
- Wrote a blog on electric cars

## IMPORTANT DETAILS

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### Prospective employers will notice:

- Clear, structured and consistent layout (style, font, punctuation)
- Documents saved as PDFs with a meaningful filename, such as: MarieCurieResume.pdf
- Explanations of acronyms, such as: International Relations Office (IRO)
- Sparing use of colour
- Appropriate keywords (used in the job posting and the company's website)
- Letter-sized paper (not A4)
- Carefully revised spelling

**None of the following should be included in your résumé because they could lead to discrimination and have nothing to do with your ability to do the job!**

- Your photo
- Date of birth
- Place of birth
- Reference to your religion or politics
- Marital status
- Citizenship or permanent residence (unless required for the position)

## FAQ

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***Should my résumé be longer than one page?***

The length of your résumé changes depending on the position, sector, your experience and education and the country where the prospective employer is located. However, résumés are most often two pages long in Québec. Employers in Québec and North America want to see what you have done in your previous positions and what skills are transferable to their business. That's why you should provide detailed information about your experiences.

***Should I write about experience/education obtained outside of Québec/Canada?***

Yes. Foreign experience/education are a substantial asset appreciated by prospective employers. Make sure you spell out the information so it is understood (e.g., indicate equivalents for diplomas, specify positions held).

***Should I list all of my diplomas/experience?***

That depends on what is relevant for you and the prospective employer.

***Do résumés get read before or after the cover letter?***

The résumé is read first, so it should have all the items that you think are needed to demonstrate your strengths as a candidate. A persuasive résumé will motivate the employer to read your letter.

***Can I write my résumé using software other than Word?***

Of course. You can use Photoshop, Publisher, InDesign and LaTeX and many more. Let your creativity run wild to create a résumé that sets you apart. But don't forget to save your documents as PDFs.

# NIKOLA TESLA

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2500, chemin de Polytechnique, Montréal (Québec) H3T 1J7 | 514 340-4730 | stages.emplois@polymtl.ca

## SUMMARY

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- Production planning experience: integration projects completed jointly with others in the industry
- Knowledge and interest in computer-aided design (CAD) with ABC software
- Ability to bring a team together: enthusiasm, active listening and a proactive approach
- Solid ability to write reports and present results
- Experience in conflict resolution developed when fulfilling professional and academic commitments
- Excellent command of business English developed through constant use with various partners and clients

## EDUCATION

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**BACHELOR'S DEGREE IN MECHANICAL ENGINEERING - POLYTECHNIQUE MONTRÉAL** 20XX – 20XX  
**SPECIALIZATION IN MANUFACTURING**

75/120 credits completed

GPA: 3.1/4.0

## TECHNICAL AND COMPUTER SKILLS

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- Statics, dynamics and mechanics of materials calculations
- Thermodynamics, heat response
- Work with project specifications and a project book
- Design: Catia V5, AutoCAD
- Programming and calculations: MatLAB
- Office suite: Word, Excel, PowerPoint

## RELEVANT ENGINEERING EXPERIENCE

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**DRONE DESIGN PROJECT – POLYTECHNIQUE MONTRÉAL / DOVLOG**

20XX

Integration project 2: Worked with a group of five people to design and determine the size of a drone to meet the fictitious requirements of a client at Dovlog

- Designed, independently, the concept chosen by the team using ABC software
- Sounded out the various viewpoints of team members and incorporated changes into the design
- Helped check calculations for constraints developed by other team members
- Contributed new ideas for production planning
- Wrote reports and provide logistics for meetings (secretarial role)

**MEMBER – SOCIÉTÉ TECHNIQUE DE VINCI / POLYTECHNIQUE MONTRÉAL** 20XX–20XX

- Worked with a team to design and build a time machine and participate in a major competition in Iceland
- Exchanged ideas actively to identify innovative solutions intended to improve procedures at various stages of the project
- Tested prototypes using X and Y techniques

**MANUFACTURING PROCESS SUPERVISOR (INTERNSHIP) - BANOMAX, Montréal** 20XX

- Helped complete continuous improvement projects related to plumbing fixture product development
- Contributed to prototype modelling using A and B software
- Made clear, structured presentations to a management team from Centre Hospitalier Universitaire Sainte-Justine
- Worked in a multidisciplinary team with engineers and technicians

**CUSTOMER SERVICE AND COMMUNICATIONS EXPERIENCE**

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**HOST – TIM HORTONS, Montréal** 20XX–20XX

- Provided friendly service in both official languages
- Communicated clearly with my colleagues so that we could work effectively
- Ensured hygiene and cleanliness standards were met
- Prepared orders quickly and prioritized effectively

**SOCIAL ENGAGEMENT**

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**VOLUNTEER REFEREE – REGIONAL HOCKEY LEAGUE, Longueuil** 20XX–...

- Encouraged players to play responsibly and applied the regulations in force
- Remained calm and impartial while making sure players were safe
- Handled conflicts between players and parents fairly

**LICENCING AND CERTIFICATION**

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- Class 5 licence
- ASP construction certification

**INTERESTS**

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- Karate: green belt
- Travelled alone in central Europe
- Wrote a blog on electric cars