



# Resume Toolkit



THE UNIVERSITY OF BRITISH COLUMBIA

Co-op Program  
Faculty of Applied Science

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[COOP.APSC.UBC.CA](http://COOP.APSC.UBC.CA)

# 8 Steps to Create a Powerful Resume

## **Step 1: First impressions**

Understand how to create an effective resume.

## **Step 2: Resume at a glance**

Overview of all sections of a resume.

## **Step 3: What to put in a resume**

Create a resume that convinces the employer you are a good match for the job.

- 3.1 Resume Headings
- 3.2 Technical Skills or Key Competencies Section
- 3.3 Education Section
- 3.4 Co-op or Relevant Work Experience Section
- 3.5 Project Experience Section
- 3.6 Interests Section

## **Step 4: Optional content and sections**

Consider including additional content such as volunteer experience, awards and design teams to showcase various experiences that could be of interest to employers.

## **Step 5: Describe your experiences**

Use accomplishment statements to show your experience in a way that impresses employers.

## **Step 6: Tailor your resume to the position and/or industry of interest**

Tailor your resume to the posting you are applying to, based on your own experiences/skills.

## **Step 7: Test your resume with VMock**

Once you've built your resume, use VMock, a resume feedback platform that will instantly assess your resume's impact, presentation and content.

## **Step 8: Personalize your resume**

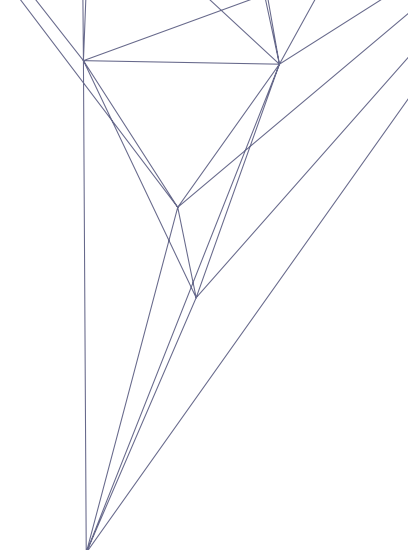
Consider ways in which you can use colours, templates and formatting to make your resume visually pleasing. Make your resume unique to you.

## **Resources**

Resume Template & Examples, Transferable Skills List, Resume Checklist

Updated: 2022 August





## STEP 1

# First impressions

### 6 seconds.

That is the average time a prospective employer will spend reviewing your resume, if it even makes it to a real human. Many of the large companies are employing Applicant Tracking Systems (ATS) or 'Resume Bots' to cull their substantial applicant pools down to only the top 25% before forwarding them to an actual person.

This toolkit is designed to help you create a resume that will catch an employer's attention, beat the 'bots', and secure a highly sought-after interview!

### Resume Template

[Co-op Resume Template](#) (You must be logged into PD Portal to access the template)

You are welcome to diverge from the Co-op template and select a style that reflects your own unique personality; however, your resume must first be formatted according to the UBC Applied Science Co-op Program standardized template and passed through our customized VMock Instant Resume Feedback Platform before you will be permitted to make formatting changes.

**No matter how good your content is, your resume won't be looked at if it isn't easy to read!**



#### TIP

If you find yourself applying to various industries or very diverse positions, you may need to have 2 to 3 versions of your resume prepared to best suit each situation.



# Resume at a glance

Ensure your email address is professional  
e.g. lee.student@ubc.ca

**Your Name**  
Discipline Engineering Student  
Address (optional)  
Email | Phone | LinkedIn URL

You may use your preferred name and can choose to add your pronouns in parenthesis ()

This section should include only technical skills and those most suited for the position you are applying for

Ensure you have a professional voicemail message to receive any incoming calls from an employer

## TECHNICAL SKILLS

### Skill Set Title 1

- Relevant Skill
- Relevant Skill

### Skill Set Title 2

- Relevant Skill
- Relevant Skill

### Skill Set Title 3

- Relevant Skill
- Relevant Skill

## EDUCATION

**University of British Columbia**  
*Bachelor of Applied Science - <Discipline> Engineering, <option>*

**Expected Graduation Month, Year**

## WORK EXPERIENCE

**Work Company 1, City, Province**  
*Position*

**Start Month, Year - End Month, Year**

- 2-4 bullets per experience, concise and descriptive
- Use accomplishment statements: [Verb, Action, Result](#)
- If you have volunteer experience, create a different section

## TECHNICAL PROJECTS

**Project Title 1, Institution Name**  
*Position*

**Start Month, Year - End Month, Year**

- Provide accomplishment statements on the specific project worked on.
- 2-4 bullets per experience, concise and descriptive

## ENGINEERING STUDENT TEAMS

**Team Name 1, Institution Name**  
*Position*

**Start Month, Year - End Month, Year**

- Provide accomplishment statements on the specific project worked on
- 2-4 bullets per experience, concise and descriptive

## AWARDS/AFFILIATIONS

### Style Guidelines:

- Font size **10-12 pt**. Stick to an easy to read size for employer eyes
- One page resume recommended; however, if your experience is more extensive, your resume can be up to two pages
- Use **professional fonts** that are easy to read such as Calibri, Times New Roman, Arial, Verdana, Cambria, Garamond, Book Antiqua, and Trebuchet MS and only use one font throughout the document.
- Avoid imagery, symbols, tables, and visual aesthetics when possible as many may not be recognized by an ATS (Applicant Tracking System, ie. AI system)
- If you are interested in using imagery/symbols or a non-standard structure, do follow up with a Co-op Coordinator



## STEP 3

# What to put in your resume

## 3.1 Resume Header

Make it easy for prospective employers to find you! A standard header should include the following information:

1. **Your Name:** This should be the biggest thing on the page. You can provide your legal or preferred name (typically first and last only), though ensure you provide your full legal name at the time of hiring. In your header, you can choose to include your pronouns. Example with and without pronouns - Morgan Sanchez (they/them/theirs), Alex Cheng (she/her/hers), Parker Smith.
2. **Your Discipline (optional):** Clearly state the degree program you are pursuing.
3. **Address (optional):** Your current home mailing address. In some cases, if you are originally from another country or province and are seeking work in that geographic region, it might be beneficial to utilize your family address in that area - consult your coordinator to determine what would be best for you.
4. **Phone Number:** Most people put their cell number these days - if so, ensure you have a professional voicemail message to receive any incoming calls from an employer that you cannot answer. It is considered unprofessional to call back a missed call if they did not leave a voicemail requesting you to do so, so ensure you have voicemail set-up during your job search process.
5. **Email Address:** Use a professional email address, ideally something that contains part or your entire name to make it easy for employers to contact you.
6. **Relevant Links:** If you have an online portfolio, LinkedIn account, or other URL you want to direct employers to, you can include this information in your header as well. Ensure you use a customized website address (URL) to avoid lengthy and unsightly web addresses.

### Sample Headers

#### Amanda MacDonald

Chemical & Biological Engineering Student

4352 West Broadway, Vancouver, BC, V6M 3YR | amandais@gmail.com | 604.555.5555

#### Zinyi (Taylor) Lam

Chemical Engineering Student

Taylor10@outlook.com

778.777.7777

778 Union St, Burnaby, BC,  
V5G 1M7

#### Lucas WILLIAMS

Computer Engineering

604-111-1111 | lucaswill@gmail.com | Burnaby, BC | LinkedIn.com/in/lucas | github.com/lucaswill



### 3.2 Technical Skills or Key Competencies

Employers often read this section before your cover letter to quickly determine if you have the fundamental skill sets required for the position. All readers of your resume (human or 'bot') scan for keywords relating to the job description. You should list your skills and competencies that are relevant to the job description for which you are applying in a neat and visually pleasing format.



#### TIP

Reading through job descriptions for industries you are interested in is a great way to pick up on frequently requested skills and competencies, and can be a great starting place for you to identify the ones you want to highlight in your resume.

If you list a technical skill in this section, you should expand on it later in your resume to explain your depth of knowledge and/or experience with that skill. This is true for all skills listed with the exception of some certifications such as a Drivers' License and First Aid.

*Samples of different categories and skills:*

#### TECHNICAL SKILLS

##### Computer

- AutoCAD/SolidWorks
- Microsoft Office
- MATLAB
- C, C++
- Assembly
- R
- XML, HTML

##### Laboratory

- Viscometry
- Gas Chromatography
- Organic Synthesis
- Micropipetting, Titrations
- Sensors, Transmitters
- Flowthrough Reactor
- Bomb Calorimete

##### Field Work

- Rock and Mineral Testing
- Cone Penetration Test
- Mud Rotary, ODEX drilling
- Shelby Tube Sampling
- Trimble GPS Surveying
- Handled GPS
- Total Station

##### Hardware

- Microcontroller
- Oscilloscope
- Signal Generator
- Multimeter
- Breadboard
- Soldering Iron
- Circuit Analysis/Design

##### Tools and Techniques

- Milling
- Drilling
- Band Saw Cutting
- Bench Lathe
- Water-Jet Cutting
- Turret Punch
- Laser Cutting

##### Certifications

- WHMIS
- BioSafety Certificate
- First Aid and CPR
- BC Class 5 Driver's License
- Chemical Safety Certification
- Construction Safety Training
- Bear Awareness

**EXAMPLE - Electrical Engineering Student:**

#### TECHNICAL SKILLS

##### Computer

- C/C++, MATLAB, Python
- Verilog, ARM Assembly, Quartus
- IoT Particle/Arduino

##### Software

- Office Suite, G-Suite
- Git Version Control, GitHub
- KiCad, Fusion 360

##### Electrical

- SMT and THT Soldering
- Multimeters, Basic Circuit Tools
- Circuit Design/Components

For more examples see resources for [example resumes](#) and [technical skills example sheet](#).



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### 3.3 Education Section

This section of the resume outlines the formal training you have completed or are currently completing as related to the industry you are applying for. Even if you did well in high school, your education listed on your resume should only include degrees, diplomas, certificates and training completed after secondary school.

**Current Degree Program:** Degree title, option (if applicable), school name, and completion date

You can also include:

- Your co-op progress and availability
- Your current cumulative average if over 80%
- Awards or achievements received during your degree program
- Up to three courses related to the position you are applying for (course title, not course code), including the grades received for those courses if over 80%

**Reminder:** Remove high school information from the education section of your resume

EDUCATION	
<b>University of British Columbia</b> <i>Bachelor of Applied Science – Computer Engineering</i> Co-op: Available for 16 months beginning May 2022 CGPA: 86.6% <b>Related Courses:</b> <ul style="list-style-type: none"><li>• Computer Engineering Design Studio I: 98%</li><li>• Operating Systems: 93%</li><li>• Basics of Computer Systems: 92%</li></ul>	Expected Graduation: May 2024

#### **Previous Degree Programs:**

If you completed any degrees or diplomas prior to your current degree program, or transferred in from another program, you can list them in this section of the resume as well.

EDUCATION	
<b>University of British Columbia</b> <i>Master of Engineering in Mining Engineering</i> Mine Economics and Finance Co-op: Available for 4 or 8 months beginning May 2022	2021 - Present
University of Alberta Bachelor of Science in Mining Engineering	2013 - 2017

#### **Specialized Training:**

If you have completed any relevant training courses or programs you can include these in the Education section as well.

EDUCATION	
<b>University of British Columbia</b> <i>Bachelor of Applied Science, Mining Engineering</i> Co-op: Available 4 or 8 months beginning May 2022 Certification: CN Safety for Canadian Contractors	Expected Graduation: May 2025  2018



### 3.4 Technical, Co-op, or Relevant Work Experience

The most important section of your resume, this section shows employers all the great experiences you have that make you an ideal candidate for the position. *Remember, you don't need to include every experience you've ever had, only the ones that are relevant to the position.*



#### TIP

Employers can receive over 100 applications for some positions. Make it easy for them to see what you have to offer! Edit out any unnecessary information or overly lengthy sentences so they can easily understand the top skills you have to offer.

Once you have identified the key experiences that you want to include on your resume, use the following points to determine how to organize the information from those experiences:

- Industry standard is to list your experiences in reverse chronological order, meaning your most recent or current experiences should be at the top, working backwards to your oldest.
- Details of the position should include:
  1. Company Name
  2. Position Title
  3. Dates of Employment (typically right-justified on the page)
  4. Location
- Each experience should include **1-4 accomplishment statements** (details on how to create accomplishment statements are covered in Step 4).

#### **TECHNICAL WORK EXPERIENCE**

**Canada Post Corporation**, Vancouver, BC

**May 2020 - August 2020**

*Process Engineering Co-op Student*

- Spearheaded a Manual Reduction Project, becoming a certified Lean Six Sigma Green Belt and identifying five Kaizen improvement opportunities for the company
- Audited work processed, evaluated compliance, and performed root cause analysis followed by implementation of improvements designed on AutoCAD and represented on Visio
- Consulted with management, education operators, and created documentation to ensure success during the Change Management process
- Presented engineering finding, analysis, and recommendations to senior operations management and successfully acquired their support for the proposed changes

**Teck Resources**, Trail, BC

**September 2019 - April 2020**

*Process Operator*

- Troubleshoot mechanical and metallurgical issues, satisfying clients requirements for run time of over 90%
- Collected data and assay samples, recorded operations, and completed run sheets on Excel for evaluation by Process Engineering in a timely manner each day
- Applied safety training to identify hazards and take corrective actions to control risks, earning recognition from EH&S Staff and Management





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### 3.5 Project Experience Section

Including Project Experience on your resume can be a great way to showcase a particularly substantial project that you were involved with. Projects can come from a variety of experiences: school, volunteering, and even your own personal projects in which you developed relevant skills. Employers are keen to read about your individual contributions or role within a group project or team, as well as about the innovative ways you were able to make a design or idea cheaper, faster, or better.

Avoid filling your resume with project details or requirements, and instead give them insight into the specific skills you gained or developed such as leadership, project management, problem solving, or technical skills. Also describe what was your role and what tasks and responsibilities you had on the project or team.



**I don't need to know the details of the course projects (what it was, how it worked). It's of no interest during candidate selection. What I am very interested to know is specifically what each student's individual role in their course projects was.**



**Devyn Farr**  
IC Test and Verification Manager  
ESS Technology Inc.

Similar to the work experience section, your Project Experience section should include the following information:

- Projects are listed in reverse chronological order
- Details of the project should include:
  1. Project Name - not course name ex. 'Hovercraft Project' instead of 'APSC 258 Project'
  2. Institution or organization where project was completed
  3. Dates of Project
  4. 1-4 accomplishment statements

#### Sample Project sections

##### Geological Student

<b>TECHNICAL PROJECTS</b>	
<b>Geologic Outcrop Map of Jericho Beach, UBC</b>	<b>March, 2019</b>
<ul style="list-style-type: none"><li>• Mapped the Paleocene-Eocene Huntingdon Formation along a 1.2 km stretch of Jericho Beach, using a Brunton to measure strikes and dips of bedding planes, maximizing the exposed shoreline being studied during low tide</li><li>• Revealed the mineralogical composition of the present geologic structures and outcrops along the intertidal zone using a hammer and hydrochloric acid, resulting in more accurate descriptions of the present coastal exposures</li></ul>	

##### Computer Student

<b>TECHNICAL PROJECTS</b>	
<b>Book Recommender App, UBC (Team Project)</b>	<b>March 2021 - May 2021</b>
<ul style="list-style-type: none"><li>• Constructed React app that utilizes machine learning to recommend books and create a user-specific reading list with an easy-to-use user interface involving swiping based on personal preferences</li><li>• Designed a RESTful API with Flask to send JSON objects from the front end to machine learning models in the back end</li><li>• Created an embedding model and a reinforcement learning model to learn book preferences</li></ul>	



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### Civil Student:

#### TECHNICAL PROJECTS

**Analysis of Single-Story Steel Building**, University of British Columbia

**July 2019 - September 2019**

- Verified the structural members of a single-story steel building could support the applied load combinations calculated according to NBC2010
- Modeled the structure using SAP2000 and applied the calculated loads to determine tension, compression, shear and bending moments in the various members
- Compiled a 60 page technical report containing analysis, calculations and models to support the NBC 2010 standards of a single-story steel building

### Integrated Student:

#### TECHNICAL PROJECTS

**eVST+: New Venture Design Project**, University of British Columbia

**September 2021 - Present**

- Prototype a product using the Arduino microcontroller and MATLAB to integrate an array of analog sensors to a smart vest, producing live feedback to the user regarding their spinal alignment
- Perform engineering analysis, mechanical and electrical schematics, developing manufacturing cost projections, and technological validation of concept designs

### Electrical Student:

#### TECHNICAL PROJECTS

**Deep Neural Network Hardware Accelerator (SoC)**

*SystemVerilog · Quartus Prime · ModelSim Git · Visual Studio Code*

**June 2020**

- Created a hardware accelerator for a deep neural network image processing software that resulted in a 30x speed up.
- Read documentation on Intel's Avalon Interconnect to write proper SystemVerilog that follows their protocol.
- Generated an on-chip SRAM to amortize the energy and latency cost of fetching data from DRAM.

### Environmental Student:

#### TECHNICAL PROJECTS

**Conceptual Energy Models**, University of British Columbia

**October 2021 - Present**

- Utilized Grasshopper and Climate Studio to create preliminary energy models in Rhino 3D, to provide feedback on conceptual designs to a team of architecture students

**High-Performance Building Design**, University of British Columbia

**September 2020 - April 2021**

- Collaborated with a multidisciplinary design team to design and cost a low carbon energy system for a mixed-use building, using solar panels, district energy and BC Hydro as energy sources
- Developed an electrical schematic using AutoCAD to illustrate the connectivity of a rooftop photovoltaic panel system

### Mechanical Student:

#### TECHNICAL PROJECTS

**Two-Axis Robotic Beer-Pong Table, UBC**

**September 2021 - December 2021**

- Responsible for the electrical and mechanical design and construction of a 2-axis table that can identify, track, and catch a thrown ping-pong ball from up to 3m away using OpenCV and an MSP430 microprocessor



### 3.6 Interests Section

The interests section is often overlooked by students when creating their resume, but it certainly is not overlooked by prospective employers!

Sharing your interests on your resume shows employers that you are a well-rounded individual, and can also lead to great conversation starters during an interview which can help you feel more relaxed and therefore more appealing!



#### TIP

You can also use the interests section to convey to employers that you are the right 'fit' for their organization. For example, a position that requires you to work outdoors in remote or rugged conditions would be pleased to see applicants that enjoy camping or hiking. A position in a software development company might like to see students that are interested in video games or app development.

Pick three to five interests or activities you participate in and include these at the end of your resume in a neat and visually pleasing format. You can group similar interests and activities together to save space on your resume, such as hobbies, or sports.

### *Sample Activities and Interests sections*

#### **Interests**

- Entrepreneurship
- 3D Printing
- Hockey
- Hiking
- Powerlifting

#### **ACTIVITIES AND INTERESTS**

- Royal Conservatory of Music (RCM), Associate of The Royal Conservatory (ARCT), Diplomas for Teaching (Piano), Diploma for Performing (Piano), RCM grade 8 flute
- UBC Thunder Dragon Boat Team
- Swimming, wild camping, hiking, travelling, volunteering

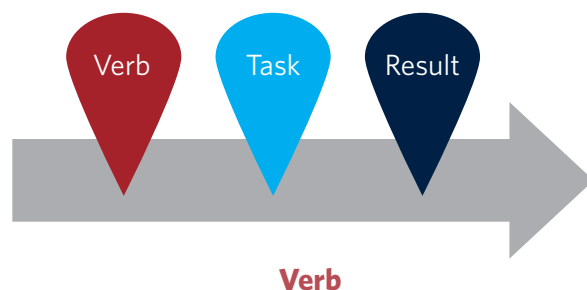


## STEP 4

# Describe your experiences

When showcasing your experiences to an employer, be it technical work experience, other work experience, student teams, or volunteer experience, the best way to show off the skills you've gained is through accomplishment statements.

Good accomplishment statements can be challenging to write and take time to develop, but ultimately result in prospective employers being able to easily and readily understand what you have to offer them. **They should start with a verb and not have pronouns (no I, my, we, our).** We suggest using the following formula to create your accomplishment statements:



**Verb**  
Start each statement with an action verb to describe your responsibility  
Be sure to use a variety of verbs: Refer to table below for some ideas of great action words

**Task**  
What duty or project did you complete or what was your responsibility?

**Result**  
What was the outcome of completing that task?  
These are the kinds of results you can have:  
A skill that you gained through completing the task **or** a specific contribution to a project **and or** a concrete end product, something you produced

**Quantifiers (Optional)**  
Where possible, you need to quantify your experience using numbers to highlight your accomplishments. You may not be able to quantify every accomplishment, but doing so will help prospective employers better understand the scope and scale of your accomplishment. There's a big difference between presenting to a group of 5 students vs. presenting to a class of 50 students.

Accomplishment Statement	Verb	Task	Results	Quantifier
"Collaborated with faculty and staff to coordinate and participate in various public outreach initiatives to promote water conservation"	<b>Collaborated</b>	coordinate and participate in various public outreach initiatives	promote water conservation	N/A
"Developed excellent supervisory skills while engaging in daily activities with 30 children to ensure a positive learning experience"	<b>Developed</b>	engaging in daily activities with 30 children	excellent supervisory skills	30 children
"Spearheaded the development of a new cartridge system to upgrade the existing manufacturing process, reducing labor time by an average of two minutes per product"	<b>Spearheaded</b>	development of a new cartridge system	reducing labour time	average of two minutes per product



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You can also reorder the sentences to put more emphasis on the results if the result is particularly significant:

- “Reduced labor time (**Result**) by two minutes (**Quantifier**) per product after spearheading (**Verb**) the development of a new manufacturing method (**Task**)”

### Transferable Skills

When developing your accomplishment statements, we suggest you try to identify transferable skills that you have gained through your work and school career. Transferable skills are highly valued by employers as you can apply them to a range of roles in a variety of settings. The more transferable skills you can demonstrate, the more competitive you will be in the marketplace.

See examples of [Transferable Skills](#) sheet in Resources

### Action Verbs

Action verbs powerfully and descriptively explain what you did to gain or develop various technical and transferable skills. Begin each accomplishment statement on your resume with an action verb.

### What do you think sounds better to a prospective employer?

“ Worked with a team to make changes to an existing database. ”

OR

“ Managed a team to uncover and analyze bugs within an existing database; recommended and executed upgrades to improve database functionality ”

The following table includes commonly used action verbs that you can utilize at the start of each of your accomplishment statements.

**Strive to utilize a variety of verbs throughout your resume to showcase diversity in skills:**

Accelerated	Circulated	Enabled	Inspected	Produced	Succeeded
Accomplished	Clarified	Encouraged	Installed	Programmed	Summarized
Achieved	Classified	Engineered	Instructed	Promoted	Supervised
Acted	Coached	Evaluated	Integrated	Provided	Systematized
Adapted	Collaborated	Executed	Interpreted	Publicized	Tabulated
Addressed	Collected	Expanded	Introduced	Recommended	Traced
Administered	Communicated	Expedited	Invented	Reconciled	Tracked
Advised	Compiled	Explained	Lectured	Recruited	Traded
Advocated	Completed	Fabricated	Led	Redesigned	Trained
Allocated	Computed	Facilitated	Maintained	Referred	Transferred
Analyzed	Consolidated	Familiarized	Managed	Rehabilitated	Transformed
Appraised	Contracted	Fashioned	Mediated	Remodeled	Translated
Approved	Controlled	Formulated	Moderated	Reorganized	Tutored
Acquired	Converted	Founded	Monitored	Repaired	Uncovered
Arbitrated	Coordinated	Generated	Motivated	Reviewed	Undertook
Arranged	Corresponded	Guided	Negotiated	Revitalized	Unified
Assembled	Delegated	Headed	Operated	Scheduled	Updated
Assigned	Delivered	Illustrated	Organized	Serviced	Upgraded
Attained	Demonstrated	Implemented	Originated	Shaped	Utilized
Attended	Designed	Improved	Overhauled	Simplified	Validated
Audited	Developed	Improvised	Oversaw	Solved	Verified
Authored	Devised	Increased	Performed	Specified	Weighed
Awarded	Directed	Influenced	Persuaded	Spearheaded	Widened
Balanced	Dispatched	Informed	Planned	Spoke	Withdrew
Calculated	Edited	Initiated	Presented	Strengthened	Won
Catalogued	Eliminated	Innovated	Prioritized	Stressed	Wrote



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If you struggle to write a strong accomplishment statement, keep in mind that **VERB, TASK, RESULT** can also be approached in the form of **WHAT, HOW, WHY, RESULT**.

When using the Verb Task Result formula, consider the following questions:

- **WHAT** was the task/accomplishment?
- **HOW** did you complete the task/accomplishment?
- **WHY** did you do the task/accomplishment?
- What was the **RESULT** of the task/accomplishment?

**This strategy is useful when you are not able to identify a result for what you are describing in your accomplishment statement.** Instead, you can add context to your accomplishment statement by describing how you were able to do that accomplishment or task – especially if you used certain tools or software in doing so. You can have the components of WHAT, HOW, WHY, RESULT be in any order in your accomplishment statement. Also, you may not be able to describe the WHAT, HOW, WHY and RESULT in one accomplishment statement. If you cover at least 2 of these components you will have a more descriptive and effective accomplishment statement. For example, the 1st statement in the chart below includes the WHAT, HOW and RESULT.

### Examples of Accomplishment Statements

Accomplishment Statement	WHAT	HOW	WHY	RESULT
"Decreased completion time of a Light Rail Transit cost assessment by 33% by assessing 15+ Excel spreadsheets and compiling 50+ activities"	Decreased completion time of a Light Rail Transit cost assessment	by assessing 15+ excel spreadsheets and compiling 50+ activities		by 33%
"Wrote training and information sheets for the team, including test stand operation manuals and plumbing documentation, in order to help train new recruits and preserve the knowledge for future use"	Wrote training and information sheets for the team, including test stand operation manuals and plumbing documentation		in order to help train new recruits and preserve the knowledge for future use	
"Devised preventive maintenance plan and conducted performance test on a Hydrocyclone to increase the oil removal percentage from the produced water, resulting in an increase of 40% in efficiency"	Devised preventive maintenance plan and conducted performance test on a Hydrocyclone		to increase the oil removal percentage from the produced water	resulting in an increase of 40% in efficiency
"Developed a plant-wide safety dashboard using Power BI to analyze all safety incidents occurring at the Belleville plant by production line and submodule"	Developed a plant-wide safety dashboard	using Power BI	to Analyze all safety incidents occurring at the Belleville plant by production line and submodule	

Read the accomplishment statements in the [Resume Examples](#) (even for resumes outside of your academic program) to see whether they include WHAT, HOW, WHY and/or RESULT. Each of the resume examples in this toolkit contain unique tips that could be applicable to any student, regardless of their program in the Faculty of Applied Science.



## STEP 5

# Optional content and sections

It is important to tailor your resume to the industry that you are applying to based on your own unique history of experiences. For example, if you are applying to a research and development position, you would be well served to highlight your academic success in an 'Awards' section on your resume. If you are seeking your first paid position, then your resume will be more appealing to an employer if it includes 'Volunteer Experience' that reflect on your work ethic and 'Engineering Student Teams' experience wherein you developed some key technical skills.

The following is a list of sections you might want to consider adding to your resume:

### Engineering Student Teams or Extra-Curricular Experiences

- Active membership and participation in student clubs or extra-curricular activities
- For each position, list tasks/responsibilities that you have completed or are currently working on (Verb, task, and result)
- Do not include if you do not actively participate or have a role on the team

### Other Work Experience or Non-Technical Work Experience

- Part-time or full-time employment in a non-engineering related field

OTHER WORK EXPERIENCE	
<b>Sobeys, Calgary, Alberta</b> <b>Customer Service Representative/Grocery Cashier</b> <ul style="list-style-type: none"> <li>• Delivered exceptional customer service working in a grocery store during the pandemic</li> <li>• Scanned groceries and collected payments as a cashier, ensuring a timely, accurate, and positive experience for each customer</li> <li>• Ensured customer and employee safety during the pandemic by adhering to and implementing the latest Occupational Health and Safety, provincial and city regulations</li> <li>• Participated in daily stand-up meetings to review any changes to safety regulations, educating customers on the policies in place to protect staff and customers, and performing cleaning of high-touch work surfaces throughout the day</li> </ul>	<b>April 2020-November 2020</b>
<b>Calgary Minor Soccer Association, Calgary, Alberta</b> <b>Soccer Referee</b> <ul style="list-style-type: none"> <li>• Performed several referee positions, including the head referee, assistant referee, and linesman, to ensure the safety and fairness of soccer games at various levels</li> <li>• Completed several qualification courses to build up skills and was selected to referee some of the most competitive tiers, including Tier 1, tournaments, and league games</li> <li>• Managed a field of players, coaches, parents, and spectators using leadership, conflict, resolution, and communication skills to ensure a positive and safe outcome</li> </ul>	<b>March 2014-April 2020</b>



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### Volunteer Experience

- Unpaid activities for charities, clubs, events, and organizations can be listed to showcase your service to the community
- Include the organization name, position(s) you held, location, and dates that you volunteered in the position(s)

#### VOLUNTEER EXPERIENCE

**Hawkwood Community Association, Calgary, Alberta**

**Element Math Club Founder**

**September 2020 - June 2021**

- Led a free tutoring service aimed to help 12 elementary students refine basic mathematical skills
- Developed strong communication abilities to foster an engaging learning environment
- Collaborated with parents and community leaders to ensure students' specific needs are met

### Awards and/or Scholarships

- Include a very brief description if the reason for the award is not obvious
- Do not include awards from more than three years ago
- List any memberships you possess in relevant professional associations; state the level of involvement if applicable

### Professional Affiliations

- List the professional associations you belong to and the year you joined, e.g. ASHRAE, IEEE, SAE. You can note if you are in a student chapter. Refer to the [Professional Associations List](#) and the resume examples at the end of this toolkit for examples
- If you are a member of any of the association's committees, list that as well

### What NOT to include on your resume

The following things should not be included on your resume:

- **References** - these are generally provided on a separate document at the time of interview (see the References List Toolkit for information on how to prepare your list of references)
- **Photos** - including a photo on your resume is not a standard practice in Canada
- **Age, gender, race, religion, sexual orientation, health status and marital status** - your resume should be a factual document showcasing your relevant employment skills and abilities, therefore personal information should not be included

If you have any questions about whether or not to include any specific information or details on your resume, please contact your Co-op Coordinator.





# Tailor your resume to the position and/or industry of interest

Now that you have learned what sections may be included in your resume and how to write strong accomplishment statements to describe your experiences, the next step is to create a master resume which you can then easily tailor for specific positions and/or industries.

**Keep in mind the following information when you are developing and tailoring your resume:**

- A master resume includes all of your experience and qualifications. Use your master resume to create different versions based on different job descriptions. Remember to add and update your master resume each term.
- If you are applying to diverse positions, (for example lab/ field work positions and project management roles) consider having different versions of your resume tailored with the appropriate experiences and skills.
- When applying to similar jobs, it is not necessary to update your resume each time. But it's important to ensure that your resume is not generic. You must show you are a fit for the job by highlighting the experiences and skills employers are seeking. You can identify common requirements and keywords by examining several job descriptions for the same type of job you're looking at.
- You don't have to meet every requirement or qualification listed in the job postings. It's ok to only meet some of the requirements as long as the job posting doesn't specify certain requirements as "Must-have". Aim for the jobs you meet at least 50% of the requirements and focus on describing your transferable and relevant experience as best as you can.

Once you have your master resume, you can use it to create new versions tailored for the specific positions you are interested in. A tailored resume helps the employer see that your skills, knowledge and experiences are relevant for the position. By tailoring your resume, you are much more likely to secure an interview.

## 1. Analyze the job posting

Use the job posting to learn about the job and what the employer is seeking. Consider the responsibilities, the list of requirements/ qualifications, the equipment and/or software listed, and any common themes repeated in the posting.

## 2. Reflect on your experiences and skill set

Determine which of your experiences and skills are relevant for the job.

Tip: As you read the job posting, highlight the experiences, skills, and qualities that you have.

## 3. Tailor your resume

Add your relevant skills and experiences to your resume using the same phrases and keywords used in the job posting to show you are a fit for the role. To achieve this, consider the following suggestions:

Enhance your content. You may see something in the job posting that you have experience with but it's not in your resume.

- Make sure you add it to your resume mirroring the language in the job posting.
- Reorder your content. The first items listed under requirements are often the most important and should be some of the first items you mention in your resume. Consider reordering your accomplishment statements placing the most relevant bullet points at the top. Also, if you have the technical skills required for the job, ensure your Technical Skills section is on the first page so employers notice there is a match.
- Reduce the information. Employers have a few seconds to review your resume. You should delete irrelevant information to keep your resume concise and as relevant as possible.



Use the following example as a guide for analyzing a job posting and tailoring your resume.

This sample job posting has been scanned and highlighted with the student's relevant experiences and skills

## Job Description:

When tailoring your resume to a position of interest, scan the job description and highlight any words that describe experiences you have had (whether through work experience, design team, technical projects and/or volunteer experience).

Are you ready to advance your education by having the opportunity to work on real projects for a global leader? Our engineers have one thing in common - a commitment to continuous improvement through innovation. We are passionate people who work on diverse and interesting projects, no matter where we are in our career lifecycle.

We are actively seeking Engineering students in various disciplines. You have an inherent interest in all aspects of engineering. **Your ability to identify technical problems and develop practical, reliable and cost-effective solutions** will allow you the growth and challenge your desire. **Your work scope may require you to work on just one project at a time or on several projects**, completing a variety of tasks. This is an opportunity for enthusiastic engineering students to gain valuable professional experience and be mentored by some of the best professionals in their fields.

### Responsibilities:

- Assisting technical staff with various project tasks, including **researching, compiling and evaluating project data, preparing reports** and performing engineering-related **calculations and analyses.**
- Preparing equipment specifications
- Assisting in project administration including writing reports, gathering information, drafting proposals, drafting correspondence, tracking project costs, and completing progress reports
- Providing input to engineering drawings
- Some drafting and site visits as knowledge is gained
- We expect our people to deliver outstanding results and will give you the license to find a better way forward for your clients and stakeholders.

In addition to a competitive remuneration package, we provide employees with a wide range of growth opportunities and training programs to build your skills and pursue your career path.

Supporting a Diverse Workforce As a global company we embrace and encourage diversity in its fullest sense - gender, age, experience, nationality, colour, language, religion, location, disability, education, skills, working styles and time availability. Our work environments are based on mutual trust and respect for the rights and opportunities of every individual.

If this role sounds like you, please submit a detailed application directly to this posting. We thank you for your submission and will contact you if we need further information, or if we wish to progress to interview.

## Job Requirements:

### Skills, Qualifications and Experience:

- Enrolled in an Engineering degree program
- A strong desire to learn and aptitude to grow in your career
- Experience in software such as **Microsoft Office, AutoCAD, Autodesk Civil 3D** and **engineering calculation and modeling programs**
- Strong **communication skills, both written and oral**



## STEP 7

# Test your resume with VMock

VMock is a resume feedback platform that will instantly assess your resume's impact, presentation and content. The platform provides:

- Immediate detailed feedback on your resume, anywhere and anytime
- Specific suggestions to strengthen your accomplishment statements
- Targeted recommendations on aspects like presentation, language and skills

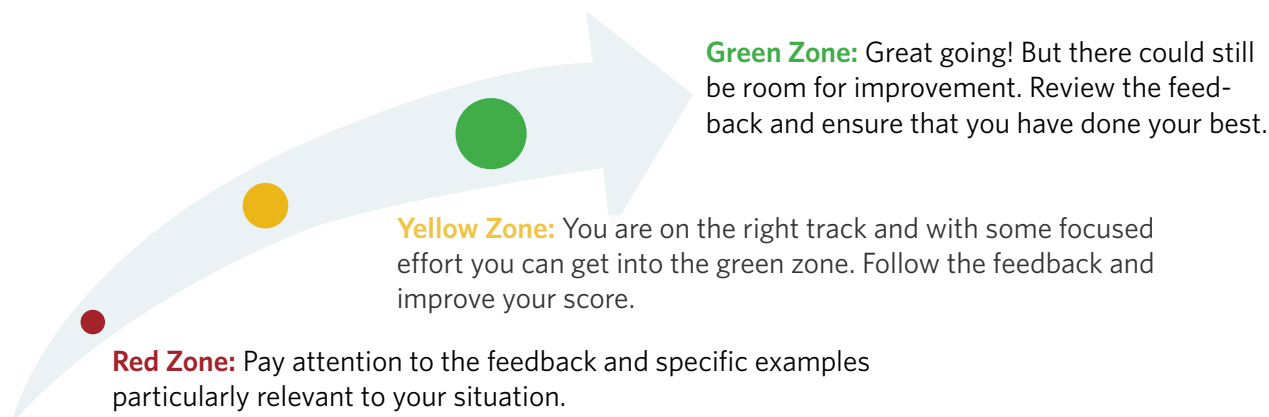
**VMock is available for students during their first year in the Co-op Program.** VMock is not available for students applying to the Co-op Program. Co-op students will have access to VMock once they are admitted into the program and registered for the Co-op Course APSC 107. Co-op students will have access to VMock until next August, and will have 10 resume uploads to utilize. **Co-op students must sign up for VMock using their UBC CWL.** Be sure to take full advantage of this service and use up all your uploads before August.

## Getting Started

1. Ensure that your resume is in the [Applied Science Co-op Template](#)
2. Remove all your personal information from your resume (i.e, name, address, phone number)
3. Sign up for [VMock](#)
4. Upload your resume

## VMock Resume Score

Provided on a scale of 0-100, VMock Resume Score is computed based on 3 core modules: impact, presentation and competencies.



**Your goal:** Incorporate VMock feedback to reach the green zone!

When you are finished reviewing VMock's detailed feedback, it's time to revise your resume by incorporating the feedback and customized suggestions. Once you've completed your updates, re-upload your newly edited resume to view your increased score and suggestions for further improvement until you reach the green zone! Then meet with a Co-op Coordinator or Peer Advisor for further review and refinement.



## STEP 8

# Personalize your resume

Now that you have nailed down your content, you can diverge from the Applied Science Co-op Template. Be creative and select a professional and unique template or create your own design that will make your resume stand out from the other students.

Here are some tips to keep in mind when designing your resume:

## Colour

- It's okay to use bold, bright and dark colours. Just make sure it's still easy to read and keep the colour consistent throughout your resume. Try adding colour to your section headers!

## Unique Layout

- Your resume layout can be unique and professional. You can design your own, or use templates available online.

## Original Header

- Get creative with your header. Make it eye catching, add colour, an elegant font - making it easy for the hiring manager to select your resume. Include your LinkedIn, GitHub, online portfolio, and/or website - make sure the links are clickable.

## Formatting

- Once you diverge from the Applied Science Co-op Template, you won't be able to run it through VMock to check your formatting. As you cut/copy/paste from the template, ensure you keep a close eye on your spacing, bullets, and font size throughout your document.

## Applicant Tracking System (ATS)

- Keep in mind, some employers will use an ATS (Applicant Tracking System, i.e. AI system). As such, avoid imagery, symbols, tables, and visual aesthetics when possible as many may not be recognized by an ATS.
- If you are interested in using imagery/symbols or a non-standard structure, do follow up with a Co-op Coordinator for feedback.



Here is a sample of a tailored resume that uses keywords and content highlighted in the job posting

## FirstName LastName

UBC Chemical Engineering Undergraduate Student  
 NUMBER | EMAIL | www.linkedin.com/in/NAME

<p><b>Technical Skills</b></p> <p>Programming &amp; Simulations: Aspen Plus, Python, R, C, Excel/VBA, MATLAB</p> <p>Laboratory: Permeability Testing, Burst Testing, Leak Testing, Water Reflux Testing, Organic Synthesis, Process Control, Water Treatment Units, Distillation Units</p>	<p><b>Certifications</b></p> <ul style="list-style-type: none"> <li>• Workplace Hazardous Materials Information System (WHMIS)</li> <li>• Chemical Safety Certification</li> <li>• Safety Supervisor UBC</li> </ul> <p><b>Spoken Languages</b></p> <p>English (Fluently), Hindi (native)</p>	<p><b>Professional Affiliations</b></p> <p>American Institute of Chemical Engineers</p> <p><b>Personal Interests</b></p> <p>Soccer, Basketball, Writing, Painting, Photography, Traveling</p>
<p><b>Work Experience</b></p>		
<p><b>Materials Engineering Co-op Student</b>  <i>Rolland Power Systems</i></p> <ul style="list-style-type: none"> <li>• Systemized the burst testing of sealants and analyzed data to find optimal pressures that the sealant could be exposed to</li> <li>• Monitored logging of material samples in different environments and regularly measured compression sets of seal samples</li> <li>• Oversaw regular burst testing using water reflux to analyze the components leaching from the burst samples</li> <li>• Fabricated silicon seals for other team members to allow for testing in multiple environments and applications</li> <li>• Organized an all-team packing and detailed project portfolio for a future co-op student to ease their transition</li> </ul>	<p>September 2021 – April 2022              Vancouver, BC</p>	
<p><b>Undergraduate Academic Assistant</b>  <i>UBC Chemical &amp; Biological Engineering Department</i></p> <ul style="list-style-type: none"> <li>• Transferred the data analysis and visualization procedures of the department's yearly surveys from MS Excel to Python</li> <li>• Saved hours in data entry, cleanup, and visualization by coding the process in Python</li> <li>• Created a Graphical User Interface (GUI) to allow a non-Python user to complete the above-stated tasks at the push of a button and quickly obtain the key takeaways in the form of bar charts</li> <li>• Revised and compiled assessment questions for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> year courses and provided pivotal feedback to improve the clarity and format of said questions</li> </ul>	<p>May – August (2020, 2021)              Vancouver, BC</p>	
<p><b>Technical Projects</b></p>		
<p><b>Acrolein Production Process</b>  <i>Course Name: CHBE 376 – Computer Flowsheeting and Unit Operation Design</i></p> <ul style="list-style-type: none"> <li>• Researched and selected a reaction pathway employing the catalytic oxidation of propylene to produce acrolein</li> <li>• Created an Aspen Plus simulation with heat operations including reactions and fractionating columns, and submitted multiple reports capturing the process details resulting in the highest scoring project in the class (30/30)</li> <li>• Utilized sensitivity analyses and design specifications to maximize acrolein production while adhering to safety guidelines</li> </ul>	<p>January – April 2021              Vancouver, BC</p>	
<p><b>Algal Production of Biodiesel</b>  <i>Course Name: CHBE 220 – Founding Principles in Chemical and Biological Engineering II</i></p> <ul style="list-style-type: none"> <li>• Researched and selected <i>Chlorella vulgaris</i> as the optimal algal strain for biodiesel production</li> <li>• Examined metabolic pathways and separation methods to maximize the production of Fully Acid Methyl Ester (Biodiesel)</li> <li>• Submitted multiple reports encompassing cultivation methods, biological modifications as well as a functional process flow diagram and received a 90% on the final report</li> </ul>	<p>January – April 2020              Vancouver, BC</p>	
<p><b>Carbon Capture Plant Design</b>  <i>Course Name: CHBE 220 – Founding Principles in Chemical and Biological Engineering I</i></p> <ul style="list-style-type: none"> <li>• Researched and presented a reaction pathway employing Amines and Zeolites to capture CO<sub>2</sub> from stack gases</li> <li>• Submitted multiple reports regarding energy balances, capture efficiency, separation processes, safety, and environmental considerations and created a functional process flow diagram</li> <li>• Presented a final report spanning 12 weeks of research resulting in a unique solution to the CO<sub>2</sub> emissions problem</li> </ul>	<p>September – December 2019              Vancouver, BC</p>	
<p><b>Education</b></p>		
<p><b>Bachelor of Applied Science, Chemical Engineering</b>  <i>University of British Columbia</i></p> <ul style="list-style-type: none"> <li>• Dean's Honour List (2019, 2021, 2022), Chemical Engineering Entrance Scholarship (2019), COOP-UBC RES.</li> </ul>	<p>September 2018 – May 2023              Vancouver, BC</p>	



# Resources

[Resume Template](#)

[Technical Skills Examples Sheet](#)

[Transferable Skills List](#)

[Checklist for a Powerful Resume](#)

## Resume Examples

- [Biomedical](#)
- [Chemical](#)
- [Civil](#)
- [Computer](#)
- [Electrical](#)
- [Environmental](#)
- [Geological](#)
- [Integrated](#)
- [Masters](#)
- [Materials](#)
- [Mechanical](#)
- [Mining](#)

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