

This sample resume was prepared without using bold, italics, underlining. Use an asterisk (*) in place of bullets and use CAPS in place of bold. Be sure to save in a simple text format.

Jane Doe
111 OPG Way
Pickering ON OPG 123
Tel: (905) 222-3333
Jane.doe@power.ca

JOB OBJECTIVE:

To obtain an entry field engineering position to compliment an engineering degree.
Specialized in Nuclear Engineering.

HIGHLIGHTS:

- * Past intern as a Student Engineer
- * Proven leadership experience through role in Engineering Society
- * Specialized coursework in Power Engineering, Nuclear Engineering

EDUCATION:

- * University of Energy – Toronto, ON (2003-present)
Candidate for a Bachelor of Chemical Engineering, Graduating in 2008
Scholarship recipient for outstanding academic achievement in 2006

EXPERIENCE:

- Ontario Power Generation – Niagara Falls, ON (Summer 2006)
Student Engineer
 - * Developed a proposal for a dam safety initiative
 - * Prepared a request for proposal for engineering services
 - * Analyzed data on safety performance and suggested corrective actions
 - * Designed a workflow model for repairing a pump in station

VOLUNTEER EXPERIENCE:

- University of Energy Engineering Society
 - * Treasurer for 2004 to present
 - * Developed a new funding strategy and outreach to private organizations
 - * Achieved an increase in operating revenue by 25 percent in two years

REFERENCES:

- * Available Upon Request