

Appendix: Sample resumes

1-page resume

Your Name (optional: your [pronouns](#))

City, Province
Phone Number

The header should be identical to your cover letter

Professional Email Address
LinkedIn URL

PROFILE [Optional](#)

Your profile is a 2 to a 3-sentence description of your top skills and abilities. You could include a “Key Competencies” section instead. In this case, provide 3-4 bullet points that showcase your most impressive skills and experiences related to the job. List relevant languages spoken at the end. [A profile and your GPA are not always needed, especially for undergraduate students who may not have much experience yet.](#)

EDUCATION

Degree Name, *UBC Sauder School of Business, University of British Columbia* Completion: 20XX

- Specialization: Option Name [Put “Intended Specialization” if you haven’t chosen yet](#)
- Key Courses (% , class avg): Class Name (XX%, YY%), Class Name (XX%, YY%) [Include grades if 80%+](#)
- Key Projects: Briefly describe an important class project that relates to the job you’re applying to [Optional](#)
- Awards: List scholarships, awards, competitions, or any other academic achievements

WORK EXPERIENCE [List in reverse chronological order \(newest first\)](#)

[List as many positions as are relevant to the job you are applying to](#)

Job Title 1, *Organization Name*, City, Province or Country

Jan 20XX – Present

- 2-4 bullet points per position
- Brief accomplishment statements using the **RATS** (Result, Action, Task, Situation) or **CAR** formula (Challenge, Action, Result)
- Be sure to include the Result (the outcome and impact of the action you took to address the challenge; this is qualitative or quantitative proof of your success), the Action (what you did, how you did it, skills you used), the Task (your objective), and the Situation (who, what, when, where)

Job Title 2, *Organization Name*, City, Province or Country

Jan 20XX – Dec 20XX

- Too vague: “Researched topics to write articles for online newsletter”
- Better: “Increased readership in weekly online newsletter by 40% by researching timely topics and keeping the target audience in mind”

EXTRACURRICULAR EXPERIENCE

[List in reverse chronological order](#)

Volunteer Title 1, *Organization Name*, City, Province or Country

Jan 20XX – Dec 20XX

- 2-3 bullet points per position
- Brief accomplishment statements using the RATS model (Result, Action, Task, Situation)

Volunteer Title 2, *Organization Name*, City, Province or Country

Jan 20XX – Dec 20XX

INTERESTS & HOBBIES (and/or SKILLS) [Each section is consistently formatted](#)

Include specific interests (you should be able to hold a 5-minute conversation about each interest). For example, traveling around Eastern Europe, reading science fiction, trading stocks in a personal portfolio, and being captain of an intramural soccer team.

[Ideally, your resume is one page – a maximum of two pages as you gain more experience](#)

1-page resume: highlighting community service experience

FIRST NAME LAST NAME

City, Province | Professional email | Phone number | linkedin URL

- Summary**
- Showcase your most impressive skills and experience that relate to the new job
 - You would highlight your experience (paid or unpaid) here - for the job or industry
 - Highlight tech skills if relevant
 - Highlight motivation or soft skills

Education **UNIVERSITY OF BRITISH COLUMBIA** **Vancouver, Canada**
20XX-
Present *Degree name and specialization spelled out*

- Cumulative GPA: **?/4.0**, Major GPA: **?/4.0**
- Tests: [GMAT Placeholder] (Xth percentile)

Community Experience **ORGANIZATION NAME** **City, Country**
Volunteer Title
20XX-
Present *A sentence about your primary responsibility*
Name one key area of competency (e.g., Coordinating)

- Brief accomplishment statement using RATS (Result, Action, Task, Situation) or CAR formula (Challenge, Action, Result)

Name a second key area of competency (e.g., Reliability)

- Brief accomplishment statement using RATS (Result, Action, Task, Situation) or CAR formula (Challenge, Action, Result)

Summer 20XX **ORGANIZATION NAME** **City, Country**
Volunteer Position Title
A sentence about your primary responsibility
One key competency that relates to the job you're applying for

- Brief accomplishment statement using RATS (Result, Action, Task, Situation) or CAR formula (Challenge, Action, Result)

Winter 20XX **ORGANIZATION NAME** **City, Country**
Job Title
A sentence about your primary responsibility
Product Strategy

- Brief accomplishment statement using RATS (Result, Action, Task, Situation) or CAR formula (Challenge, Action, Result)

Leadership **ORGANIZATION NAME** **City, Country**
Title (e.g., Captain of the Soccer Team)
20XX-Present *A sentence about your primary responsibility*

- Brief accomplishment statement using RATS (Result, Action, Task, Situation) or CAR formula (Challenge, Action, Result)

- Personal**
- **Specific Interest** - Passion for XYZ - generated ___?___ through specify efforts.
 - **Specific Interest** -

2-page resume: highlighting projects, patents & professional memberships of an experienced MBA candidate:

Charlize Gonzalez, M.A.Sc., MBA, P.Eng

Vancouver, BC
LinkedIn personal URL

cell: (604) 123-4567
charlize.gonzalez@alumni.sauder.ubc.ca

MANAGEMENT / ENGINEERING:

Project Management, Process Improvement, Business Development, Strategic Planning

Project Engineer (P.Eng. - Mechanical) with a proven track record of successfully completing projects on schedule and on budget. Skilled at coordinating multidisciplinary engineering projects to collaborate as a unit internally while liaising externally as project lead with customers and vendors. Keen interest in utilizing MBA business skills further in an Engineering environment, particularly in functions related to Strategic Management, Business Development, and Operations Management. Reputation for strong work ethic, high energy level, approachability and consistent commitment to corporate success.

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- | | | |
|-----------------------|------------------------|------------------------------------|
| • Project Management | • Business Development | • Strategic Planning |
| • Process Improvement | • Budget Management | • Intellectual Property Management |
| • Operations Analysis | • Team Leadership | • Client & Vendor Relations Mgmt. |
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PROFESSIONAL EXPERIENCE

ACER SOLUTIONS CANADA INC. (Acer Chemetics) • Vancouver, BC 2018-Present

Project Engineer, Sulphate Removal Systems (SRS)

Lead for Project Engineering (Mechanical) duties for all division projects, prepare budgets, cash flow statements, and schedules for design and fabrication. Liaise and collaborate with clients, support groups, manufacturers, vendors, and other technical teams. Specify & source all mechanical components and subcontractors for skid package assembly. **This is a mandate statement that summarizes the tasks that fall under this role**

- **Project Cost Control System):** Increased project margins by 20% by implementing changes to cost reporting structure, leading to improvements in equipment configuration, material sourcing, and inventory management practices.
- Saved over \$30,000 per system through design optimization, reduced components, and labour by 25%
- Championed a new initiative to protect project Intellectual Property and other proprietary information safe.
- **These are examples of accomplishment statements**

GO ENERGY CANADA INC. • Richmond, BC 2016-2018

Project Engineer, Energy Plants

- Coordinated all Mechanical & Process Engineering activities for two Thermal Energy System turnkey projects for OSB and sawmills in northern BC and Alberta, worth approx. \$16 M USD each. Specified all mechanical components; procured and scheduled capital equipment deliveries to site. Reviewed and approved technical documentation; served as key point-of-contact with clients, vendors, and site personnel for all technical issues.
- Led implementation of ISO-9000:2000 quality system in Canadian office and performed all internal audits.
- Developed a system to track technical documentation transmittals and reduced processing time by 50%.

HELIPRO GLOBAL SERVICES INC. (*now Apex Aerospace Helicopter Services*) • Richmond, BC 2014-2016

Mechanical Engineer, Government Programs

Led Dynamic Components Engineering of the Government Programs division supporting Canadian and US military helicopter fleets. Determined work scope for repair and overhaul operations, liaised with customers and shop personnel to resolve technical issues, and approved repair procedures and configuration changes.

- Supervised a project to build a custom helicopter transmission test cell worth \$4.6 M CDN. Liaised with contractors and vendors, managed project schedule and budget changes, and coordinated installation.
- Reduced technical report preparation time by 40% through a new database to track resolved issues.

MYCEL CHEMICAL PROCESS CORP. (now Mycelekawa USA Inc.) • Torrance, CA

2013-2014

Junior Project Engineer

Managed complete projects to build customized screw compressor skid packages (\$1M each). Designed and specified components, demonstrating excellence in thermal analysis, technical datasheet interpretation for compliance with ASME/API specs, manufacturing & team development. Liaised with vendors, customers, and shop personnel.

- Reduced weld re-work by 60%, establishing a new welder certification program & shop inspection process.
- Established new Quality Control system and completed ISO-9000 and ASME U Stamp joint certification.
- Implemented Pro/E as new mechanical design software and trained a team of 10 Engineers and designers.

CAREER NOTE: Additional experience as Product Design Engineer for C&D Aerospace, Mirabel, QC

PROFESSIONAL QUALIFICATIONS

Professional Engineer (P.Eng.), Mechanical Engineering 20XX
Association of Professional Engineers and Geoscientists of British Columbia (APEGBC)

Project Management Professional (PMP) – In Progress (Expected: Dec. 20XX)

EDUCATION

Master of Business Administration (MBA), Strategic Management 20XX
Sauder School of Business, University of British Columbia Vancouver, BC
Specialization in Strategic Management with sub-specializations in Accounting and Supply Chain Management

SELECTED ACADEMIC PROJECTS:

- **Technology Commercialization Business Plan – Vision-Guided Robotics**
Developed business plan to commercialize new vision-guided robotics software. Created financial projections and an IP management plan, and presented business plan to venture capitalists and angel investors.
- **Intellectual Property Management Plan for Gaming Company**
IP Management plan detailed types of IP protection, security measures, and valuation of IP; established IP Auditing process for game development and IP protection duties for creative teams and senior management.

Master of Applied Science (M.A.Sc.), Mechanical Engineering 20XX
University of British Columbia Vancouver, BC

Bachelor of Science (B.Sc.), Mechanical Engineering and Management 20XX
Tecnológico de Monterrey (ITESM) Monterrey, México

AWARDS

Access to Commercialization Scholarship (ACS) 20XX
British Columbia Innovation Council

- Awarded to MBA students to develop a business plan to commercialize a new technology-based product or service with an Engineering student. (See Vision Guided Robotics project in MBA section)
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PATENTS

Created and patented a new device to provide an interactive and enjoyable experience for students to learn the Periodic Table of Elements in junior high. Filed improvement patent in Mexico at age 14.

PUBLIC SPEAKING

XYZ Conference, PMI Canadian West Coast Chapter 2018
Internal Auditor Training Conference, Toronto ISO Accelerate 2016
Association of Professional Engineers of British Columbia, Panelist 2015

LANGUAGES

English & Spanish (Bilingual), basic German and Japanese