

## Architecture

On the following two pages is a sample of an Architecture résumé.

Please refer to <http://www.mohawkcollege.ca/student-engagement/student-graduate-employment/Resources.html> for resources and guidelines to create your résumé.

To determine your **Highlights of Qualifications** you can view the Program Learning Outcomes listed for your program, check out the job title on google.ca followed by NOC which stands for National Occupation Codes (example: Architecture Technician NOC, Drafter NOC), or cross-reference a job posting.

Below are some suggestions for résumé headings:

### **Suggestions for Résumé Headings**

<b>Summary of Qualifications</b> Career Achievements Personal Profile Skills Summary Career Related Skills Highlights of Qualifications Employment Related Skills Relevant Skills	<b>Employment Experience</b> Industry Related Experience Work Experience Employment Experience Relevant Experience Related Experience
<b>Education and Training</b> Education Specialized Training Educational History Training and Certifications Licenses Academic Training	<b>Additional Experience</b> Military Service Related Activities Additional Employment History Other Employment History
<b>Specific Skills</b> Computer Skills Technical Skills (Your Program Name) Skills	<b>Field Placement</b> Practicum Experience Internship Co-op
<b>Awards/Achievements/Recognition</b> Awards and Scholarships Scholarships Honours and Distinctions Related Accomplishments	<b>Volunteer Experience</b> Volunteer Work History Community Involvement Volunteer Activities

For résumé critiquing or assistance with your résumé, please book an appointment through **CareerReady** on **MOCOMotion** under the **Resources tab** or stop by Student Engagement and Employment in the David Braley Athletic and Recreation Centre –Room R203 or Room A113 at Stoney Creek Campus on Tuesday.

# STEVEN DRAFTER

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City, ON L0L 6X6

999 999-9999 [name@mohawkcollege.ca](mailto:name@mohawkcollege.ca)

## ARCHITECTURAL TECHNOLOGIST

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Motivated Architectural Technologist, dedicated and resourceful with ability to visualize and create AutoCAD documents and drawings. Possess a strong knowledge of the Ontario Building Code and planning legislation and regulations. Excellent communication skills and detail-oriented with the following strengths:

- Preparation of site planning documentation, specifications and other project documents used in design and construction, construction details, schedules and floor plans.
- "Green" construction knowledge.
- Ability to read and interpret blueprints and schematics.
- Knowledge of building materials and residential and commercial construction techniques.
- Mechanical, plumbing and electrical system knowledge and design related to residential/commercial projects.
- Research, analysis and report writing including graphic presentations.
- Excellent communication and customer service skills.
- Strong organization and time management skills.

## COMPUTER SKILLS

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- AutoCAD
- MicroStation
- REVIT
- GIS
- AMANDA
- Word
- PRISM Map
- PowerPoint
- SketchUp
- Excel

## EDUCATION

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**Architectural Technology Diploma – Co-op** **2014**  
**Mohawk College, City, ON**

- Significant courses include: AutoCAD, Estimating, Residential and Commercial Design, Ontario Building Code, Structural Design and History of Architecture, and Interior Construction and Finishes.
- Completed a project that involved designing a single family home, daycare centre and student residence creating floor plans, structural drawings, details and schedules, technical reports and estimating.

**Ontario Secondary School Diploma** **2010**  
**Hamilton High School, City, ON**

- Focused on technical courses including Computer Technology, Manufacturing

## RELEVANT EXPERIENCE

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**City of XYZ, Surveys and Technical Services Student (Co-op)** **May, 2013– August, 2013**  
**City, ON**

- Created inspector report drawings utilizing MicroStation.
- Entered data for approved work road cuts on HANSON Permit Tracking System.
- Responded to public inquiries for sewer locates and road cut restoration.
- Utilized GIS systems and PRISM to maintain accurate drawings and records.
- Conducted site visits with city vehicle and verified scope of pending work and quality of work completed
- Identified and marked areas of work to be completed on site locations.

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## RELEVANT EXPERIENCE continued

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**Town of XYZ, Development Service Advisor**  
City, ON

**May, 2012– December, 2012**

- Provided assistance to Planning and Development Department, and public in reference to planning and documentation.
- Maintained an informative and comprehensive service counter.
- Provided zoning compliance information to the public in response to personal or written inquiries.
- Assisted in preparing reports for applications.

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## OTHER EXPERIENCE

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**ABC Company, General Heavy Labourer**  
City, ON

**June, 2010 – August, 2011**

- Delivered and set up tents, furniture and equipment for special events utilizing planograms.
- Accommodated customer requests when possible.

**ABC Nursery Productions, General Labourer**  
City, ON

**Summer, 2009**

- Organized and picked products for delivery.
- Planted and maintained seedlings/products for the next shipping season.

**ABC Grocery Store, Grocery/Dairy Clerk**  
City, ON

**April, 2008– April, 2009**

- Assessed inventory and created orders in the absence of the manager.
- Trained new employees.
- Prepared specific orders and duties for incoming shifts.

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## REFERENCES

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**References Available Upon Request**