

Electrical Engineering Technician - Power

On the following two pages is a sample of an Electrical Monitoring Systems 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: Industrial Electrician NOC), go to the College of Trades website (<http://www.collegeoftrades.ca/training-standards>) and review the training standards to gain a better understanding of the skills you have gained or cross-reference a job posting.

Below are some suggestions for résumé headings:

Suggestions for Résumé Headings

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

Industrial Electrician Sample

Michelle Electrician

999-999-9999

999 Somewhere Street, Hamilton ON L8N 3T2

Student@mohawkcollege.ca

Objective

Industrial Electrician Apprenticeship

Profile

Mohawk College student in the Electrical Engineering Technician – Power Program concurrently completing the 3 in-school curriculums for the Industrial Electrician apprenticeship and possess strong troubleshooting, PLC programming and preventative maintenance experience, seeking an apprenticeship opportunity. Experience working in diverse environments, excellent communication and customer service skills, a results-oriented individual. Available for work May, 2014, willing to relocate

Highlights of Qualifications

- Signed **Industrial Electrician apprentice** with all in-school curriculum completed
- Able to install, examine, replace or repair electrical components
- Assemble, test and modify equipment and components for current, continuity and voltage and troubleshoot industrial control systems and devices
- PLC programming using Microprocessor and Microcontroller and troubleshooting procedures and Allen Bradley software
- Wire and measure voltage currents of 3-phase transformers and electrical systems
- Proficient in reading and producing electrical schematic diagrams using AutoCAD
- Experience cutting, installing and threading conduit for electrical wiring
- Able to interpret electrical code specifications and knowledge of the Ontario Building Code and Electrical Code Ontario
- Excellent skills in problem solving, critical thinking, task planning and organizing
- Proficient in use of Microsoft Word, Excel, PowerPoint and Outlook
- Driver's license and vehicle

Education

Mohawk College, Electrical Engineering Technician- Power

2012 – Present

Expected program completion April, 2014, graduation June, 2014

- Course of study includes: CAD Design Principles, Electricity for Technicians, Machines and Circuits, Logic, Electronics, Electronic Circuitry, Industrial Instrumentation, Canadian Electrical Code, Advanced Installation Methods, and Fluid Power
- Completed a project to create a distribution system for a woodshop with 70 machines. This involved creating power riser diagrams, calculating loads, evaluating fault currents, creating estimates, maintaining a budget, designing blueprints and preparing a professional presentation to a team of judges. Achieved a grade of 80%.

High School Name, Ontario Secondary School Diploma

2012

Employment Experience

Machine Operator

Company Name, Hamilton ON

2010-2012

- Operated machinery on a production line
- Conducted quality control checks
- Recorded machine malfunctions and provided information on issues
- Performed daily inspection of machine

Customer Service

Store Name, Hamilton ON

2009 - 2010

- Processed cash/credit and debit transactions
- Counted deposits
- Assisted customers with purchases and stocked merchandise

Volunteer Experience

Volunteer – Special Events

Mohawk College, Hamilton ON

2012

- Assisted with set up/take down
- Provided information and directions to potential students

Certifications

Standard First Aid with CPR C + AED

St. Johns Ambulance, Hamilton ON

References

Available upon request