

## Mechanical Techniques – Electrical Monitoring Systems

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**

<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.

# SAM ELECTRICIAN

999 Street Name North, Hamilton, Ontario L8L 8L8  
289-999-9999 - name@mohawkcollege.ca

## OBJECTIVE

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Industrial Electrician opportunity

## PROFILE

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Mohawk College student of the Mechanical Techniques – Electrical Monitoring & Systems program signed as a level one electrical apprentice with the Hamilton Skilled Trades Alliance Consortium. Possess strong math skills, excellent hands-on abilities with a strong attention to detail and quality control. I am able to work independently and manage time effectively - available for work August 15, 2014, willing to relocate.

## HIGHLIGHTS OF QUALIFICATIONS

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- Completion of level one of the Industrial Electrician apprenticeship curriculum
- Lab experience repairing, installing and testing electrical motors, industrial storage batteries and electrical control systems
- Able to install and troubleshoot cabling, series/parallel circuits and lighting fixtures
- Read and interpret drawings, circuit diagrams and electrical code specifications to determine layouts for installations
- Install, replace and repair lighting fixtures and electrical control and distribution equipment, such as switches, relays and circuit breaker panels
- Experience utilizing voltmeters and calculating load distribution
- Able to operate hand, air and power tools and measure and cut accurately
- Test continuity of circuits using test equipment to ensure compatibility and safety of system, following installation, replacement or repair
- Connect electrical power to audio and visual communication equipment, signal devices and heating and cooling systems
- Conduct preventive maintenance programs and keep maintenance records
- Knowledge of Electrical Code and Ontario Building Code
- G Driver's license

## CERTIFICATIONS AND TRAINING 2014

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- Confined Space
- Power Tool Safety
- Hazard Recognition
- WHMIS
- Fall Protection
- Due Diligence
- Lock Out/Tag Out
- Ladder/Scaffold
- Personal Protective Equipment

## EDUCATION

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**Mechanical Techniques – Electrical Monitoring & Systems Program** January, 2014 – Present  
Mohawk College, Hamilton ON

- Program completion August, 2014 – graduation October, 2014
- Currently achieving a GPA of 78%
- Program of studies includes: Trade Calculations, Drawings & Schematics, Electrical Fundamentals, CAD Concepts, Sustainable Practice, Trade Applications – Monitoring Systems, Quality Concepts

**Ontario Secondary School Diploma**

2011

Mechanical Techniques – Electrical



## INDUSTRY EXPERIENCE

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**Manpower, Quality Control Inspector** – Alliston, ON

July 2007 - June 2009

- Inspected car parts for damage or defects
- Maintained records of defective parts for reference
- Tested the functionality of the item, to ensure proper operation

## OTHER EXPERIENCE

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**Restaurant Name, Line Cook** – Hamilton, ON

January, 2013 – Present

- Prepare menu items according to customers specifications
- Operate grills, dishwasher
- Maintain stock levels
- Sanitize and maintain clean work environment
- Perform closing duties