

EXPERIENCE REQUIREMENTS

OACETT's admissions committee uses the information from the job description, resume and professional reference questionnaires to assess your work experience. Therefore, it is important to provide thorough and precise information for the committee to accurately assess your experience.

Resume Guidelines

The professional resume chronicles your entire professional experience and your education and is used by the admissions committee to assess your experience for the technician or technologist category. In addition, the resume highlights your key professional value proposition.

A detailed resume of all your relevant past experience is required. The resume indicates what you have previously done in your engineering technology or applied science career as well as what you are presently doing.

Instructions for Preparing the Resume

The resume consists of **5** parts:

1. Your contact information
2. Introductory profile with key features/highlights to give reviewers an immediate impression of the most important qualifications you offer
3. History of relevant professional experience
4. Information about your education
5. Additional information related to engineering technology or applied science

While it is recommended that the resume contains details for recent relevant positions, it is understood that information about employment going back more than 15 years may be less detailed.

Sections in the Resume

1. Contact Information

Provide your name, residential address, telephone number, and personal email address.

2. Profile

In bullet form, indicate your KEY professional qualifications and other attributes indicating your primary value as an engineering or applied science technician or technologist. The remainder of the resume and details of each position will substantiate the statements made in the highlights.

3. Professional Employment History

Describe all the relevant jobs you have held. For each job, provide employment start (year/month/day) and end (year/month/day) dates. Use "action" verbs to describe your work. For example:

Activities and Achievements

- Maintained ...
- Developed ...
- Initiated ...
- Minimized ...
- Provided ...
- Developed ...
- Ensured ...

4. Education

List the educational programs you attended and the diplomas/degrees/certificates you obtained. Add information about any continuing education courses you took.

5. Additional Information Related to Engineering Technology or Applied Science

List items of information such as participation in professional associations, certifications, training, supplemental skills, and volunteer activities related to engineering technology or applied science and similar fields.

Sample Resume

Your Name

1234 Street, City, ON L2W 2B2 your.name@gmail.com 647 234 4567

Experienced Manufacturing Equipment Maintenance Technician

Profile

- Accomplished equipment maintenance technician
- Innovative maintenance manager for manufacturing machinery and tools
- Track record of cost savings resulting from proactive maintenance program
- Cost effective approach to safety and regulatory compliance

Professional Experience

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Name of Company and its location

YYYY/MM/DD to YYYY/MM/DD

Job Title

Overview

Applying 10 years of experience with machinery and complex tools in a manufacturing environment, I have contributed significantly to cost savings and productivity achievements as a result of innovative approaches to safety, maintenance, and spare parts management. Worked with a wide range of instrumentation, control and measuring devices, motors, pumps, and conveyor systems. Ensured collection of performance data for each piece of equipment to build predictions for repair and replacement life cycles.

Activities

- Maintained extensive range of machinery and production equipment, including hydraulics, pneumatics, and robotics
- Developed and executed custom preventive maintenance program geared to environmental conditions and specific characteristics of each piece of equipment
- Initiated and executed inspection program to detect operational issues as early as possible
- Minimized production outages by incorporating manufacturer guidelines and engineers' specifications into the maintenance routines
- Provided ongoing instruction for mechanics in the techniques for monitoring equipment operation and making repairs
- Developed formula for keeping minimal inventory of spare parts while still ensuring critical items are on hand to facilitate immediate replacement
- Ensured adherence to environmental and other relevant workplace regulations

- Developed and following a proactive preventive maintenance schedule exceeding manufacturer guidelines
- Monitored for any unusual situations by measuring equipment vibration, noise, etc.
- Coached other staff members in the techniques for detecting potential malfunction and for making repairs
- Developed a proactive preventive maintenance program
- Applied relevant regulations to preventive maintenance of machinery and production equipment
- Identified and proposed more environment friendly chemicals to achieve an annual cost savings of 20% as well as a public relations benefit
- Held instructional sessions for colleagues regarding safety regulations
- Instructed onsite crew via regular updates
- Conferred with engineers and explained the calculations underlying resource use estimates
- Presented quarterly equipment maintenance reports to management
- Used Intel-Predict line of sensors and software for machinery performance data collection
- Used SpectroSensor instrumentation for detection of environmental pollution

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[Repeat from ** to ** as necessary for each job you want to include]

Education

Faber College, Mississauga	2014-Present
Certificate Program in Project Management	
Faber College, Mississauga	
Continuing Education Course in MS Word and Excel	2000
Hillman College, Oakville	
Mechanical Engineering Technology Program	1990-1993

Additional Information Related to Engineering Technology or Applied Science

2014	Technology Accreditation Canada (TAC)	Auditor for National Accreditation Team for the Electrical Engineering Technology Program, Riverdale College
2007	OACETT	Registered as a C.E.T.
2008-2009	Hillman College	Program Advisory Board Member, Engineering Program

Additional training courses include: WHMIS, First Aid and Quality Management