Manitoba Hydro Projects
Resume Template

Full Name

Address, City, Province X1X 1X1
(204) 555-5555 | email@email.com

Summary

In a sentence or two, describe who are you, what you're applying for, and what you can bring to the job. For example:

- I am a trained millwright with two years' experience looking for contract work.
- I am a member of the Community Name interested in on-the-job training as a carpenter.
- I am seeking full-time employment in the construction industry as a heavy equipment operator.

Relevant Skills and Experience

Heading (such as "Construction" or "Labour.")

Provide short, point-form descriptions or examples of your relevant experience, attributes, and capabilities that relate to the position you are applying for.
For example:

- Two years of experience working in the construction trades industry.
- Self-motivated and able to work with minimum supervision.
- Physically fit and able to lift heavy equipment.

Heading (such as "Power tools," "Equipment," "Certifications," or "Licenses.")

Provide short, point-form descriptions or examples of your experience, comfort, and capability with relevant equipment, tools, and vehicles. For example:

- Class 5 Manitoba driver's license.
- Emergency First Aid & CPR Level C.
- Comfortable with power tools and heavy equipment.
- Experience driving and operating a forklift.
- Excavator, bulldozer, grader, rock truck, loader, TLB training. `

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Work History

Current or most recent job/title/position (such as “Carpenter”)

Name of company/employer (such as “Reliable Builders Co.”) - Location (City, Province)

Start to end date (such as “June 2023 to present” or “Oct. 2022 to Mar. 2023”)

Describe your responsibilities and achievements, the tools and equipment you used, and the procedures and measures you followed. For example:

- Worked as a team to pour concrete up to 400 meters.
- Inspected, maintained, and operated a loader.
- Performed tests for cleaning up chemical spills.
- Maintained a fleet of vehicles, from semi-trucks to boats.
- Installed new water and sewer lines with hand tools and heavy equipment.
- Performed safety and emergency inspections and walk-arounds.
- Worked 12-hour night shifts for 21 days on and 7 days off.

Previous job/title/position

Name of company/employer - Location

Start to end date

Describe your responsibilities and achievements, the tools and equipment you used, and the procedures and measures you followed.

Previous job/title/position

Name of company/employer - Location

Start to end date

Describe your responsibilities and achievements, the tools and equipment you used, and the procedures and measures you followed.

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Education and Training

List your highest level of education and training first. For example:

- **Level 2 Apprentice, Millwright**
  University College of the North – The Pas, MB
  Graduated January 2021

If you are still enrolled in school and plan on graduating, list your expected graduation date. For example:

- **Level 1 Apprentice, Heavy Duty Equipment Technician**
  Red River College – Winnipeg, MB
  Expected Graduation: April 2025

If you attended high school but did not graduate, list the years you attended. For example:

- **Lord Selkirk Education Centre**
  Completed grades 10 and 11

If you completed a training program, include the name of the course or certification and the month and year you completed it. For example:

- **Confined Space Entry Training**
  Safety Services Manitoba
  Completed July 2022

Under your education and training listed, consider including:

- Course hours/weeks completed. For example:
- Completed 1,800 hours of technical training and practical experience over a period of 12 months.
- Equipment and tool training. For example:

  Completed 160 hours of practical equipment training experience on Excavator, Bulldozer, Grader, Rock Truck, Loader, Tractor-Loader-Backhoe.

References

List at least one person as a reference directly on your resume. Include, as applicable: their name, job title, the company they work for, their contact information, and how you know them (e.g., former employer, instructor). Remember to ask their permission first. For example:

Jane Doe

Construction Electrician
Forbes Bros. Ltd.

(204) 555-5555
email@email.com

I worked with Jane Doe as a construction electrician apprentice.