

# Resume Tips

## Proper Resume Formatting

John Smith  
1230 Dorchester Drive  
Oshawa, ON. L1J 6M5  
Home: 905-555-5555  
Daytime: 905-555-5556  
E-mail: jsmith@domain-name.com

OBJECTIVE: (Clear Objective) To obtain a position in the Quality Control Department.

HIGHLIGHT OF QUALIFICATIONS: (Career Highlights)  
Standard Fonts (Times New Roman, Arial)

Over 10 years of quality Control experience  
QS-9000 experience  
Mechanical Engineering Technician Diploma  
Chemical Lab Experience  
Metrology Lab experience

Responsible, punctual, dependable, take pride in work (Avoid Bullets)

EDUCATION: (All Post-Secondary Education)

Mechanical Engineering Technician (Diploma)  
Ontario Secondary School (Diploma)  
Microsoft Excel Course  
Technical Upgrades

Red Cross First Aid Course

WORK HISTORY: (Previous Positions With Dates)

May 2000 QUALITY INSPECTOR, BRICAN IND  
Performed doc audits, organized Sample Boards ( List All Job Duties)  
Initiated Non-Conformance Reports (NCR)  
Performed first offs, in process and final inspections

Dec 1997- May 2000 METROLOGY LAB TECHNICIAN, SENRA PLASTICS  
Performed A.P.O.P.S P.P.A.P.S. submissions for G.M.  
Wall stock thickness for G.M. contracts  
GP-12 submissions for G.M. contracts  
Preparing dimensional supplier packages  
Upgrading blueprints and dimensional data

Apr 1991- Dec 1997 CHEMICAL LAB TECHNICIAN, J.D.S. CANADA INC.  
Receiving, testing and configuring of incoming ISO & POLYOL  
Analyzing granular shipments for moisture content with melt indexer  
Checking physical properties of R-RIM and injection moldings  
Preparing A.P.O.P.S P.P.A.P.S. for G.M. contracts

Jan 1989- March 1991 QUALITY CONTROL INSPECTOR, LESRA INC  
Inspection and approval of finished products  
Daily physical testing of parts off of molds

Operating Various Quality Assurance equipment  
Using S.P.C. on a daily basis for all contracts

REFERENCES AVAILABLE ON REQUEST