**PLEASE REMOVE THIS PAGE BEFORE SUBMITTING.**

**Please make sure that :**

1.      The text you type in is in black font, do not use bold or italic print. Make sure that the font you are using is the same as the template (Calibri Light 11). If you use cut and paste make sure that you change the font to match the template.

2.      Keep the CV neat and clean, make sure items are aligned nicely using the tabs, try not to have some information on the bottom of one page and the rest on the next page.  Keep the sections together.  Use only the choices from the drop down menus.

3.      When answering the language and software proficiency use the scale listed below.

4.      For the cover letter, as it will be the same letter for all the companies you cannot address it specifically to P&WC or to Siemens Canada, etc.  Your salutation should be “To whom it may concern”.   You can go on-line to look up how to write cover letters.  Here is one site you can take a look at <http://www.fastweb.com/career-planning/articles/cover-letter-for-internship-sample>.

**See below the information for rating the language skills and computer skills.**

**Linguistic scale:**

This scale evaluates your level of comprehension and speaking abilities

**English:**

IRL Level 0 – No proficiency

IRL level 1 – Elementary proficiency: laborious speech, able to express basic needs

IRL level 2 – Limited working proficiency: fairly precise sentences, limited work-related vocabulary

IRL level 3 – Professional working proficiency: maintains workplace conversations on social topics with ease

IRL level 4 – Full professional proficiency: as no difficulty speaking, rarely makes any mistakes

IRL level 5 – Native or bilingual proficiency: speaks fluently, has a large vocabulary

**Linguistique Échelle**

Cette échelle vous permet d’évaluer votre niveau de compréhension et vos compétences à l’oral

**Francais:**

IRL niveau 0 – Aucune compétence

IRL niveau 1 – Compétence élémentaire : discours laborieux, sait exprimer ses besoins de base

IRL niveau 2 – Compétence professionnelle limitée : phrases assez précises, vocabulaire relié au travail limité

IRL niveau 3 – Compétence professionnelle générale : entretient des conversations à caractère social en milieu professionnel avec aisance

IRL niveau 4 – Compétence professionnelle avancée : sait s’exprimer sans difficulté, ne commet des fautes que très rarement

IRL niveau 5 – Compétence de locuteur bilingue ou de langue maternelle : parle couramment la langue, a un large vocabulaire

**Software Competency Scale / Échelle des logiciels/**

**Software Competency Scale**

Beginner: Basic knowledge + introduction to the software Intermediate: Basic knowledge + experience using the software Advanced: In-depth knowledge + varied experience using the software

**Échelle des logiciels**

Débutant: Connaissances de bases + initiation au logiciel Intermédiaire : Connaissances de bases + expérience avec le logiciel Avancé : Connaissances approfondies + expériences variées avec le logiciel

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***Use this page for your Cover Letter – remove this line first.***

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First name last name

**Address:** Street

**Tel: No**.: Number

**Cell: No**.: Number

**E-Mail**: email address

**Status in Canada:** Choose an option. Include copy of study and or work permit

**Availability: Winter  Summer**  **Fall**

|  |  |
| --- | --- |
| **Summary of qualifications** | |
|  | **Last Annual GPA:** x.xx/4.3 **Cumulative GPA since entry into program**: x.xx/4.3  **# of credits currently completed / Total # of credits needed to complete program**: xxx.xx/xxx.xx. **Number of credits to be completed by end of current term:** xxx.xx.  **You will complete your courses:** monthyear **You will attend convocation:** monthyear  **Languages written and spoken:**   |  |  |  | | --- | --- | --- | |  | **Oral** | **Written** | | **French** | **Click here to** **select language level** | **Click here to** **select language level** | | **English** | **Click here to** **select language level** | **Click here to** **select language level** |   **Technical Skills: *Please insert as many lines as necessary and complete the software chart by specifying your competencies level.***  **List of software**: ANSYS, BW (Business Warehouse), C++, CATIA, CRM (Customer Relationship Management), Documentum, Enovia, HTML, MATLAB, MS Access, MS Excel, MS Powerpoint, MS Project, MS Word, SAP, Sharepoint, SQL, VBA, Visio. (***You can include other software not listed here.)***  **List of software and degree of competency** (add more lines if needed)   |  |  |  |  | | --- | --- | --- | --- | | **Software** | **Beginner** | **Intermediate** | **Advanced** | |  |  |  |  | |  |  |  |  | |  |  |  |  |   **Behaviors & leadership skills: *Please identify the qualities that best describe you (maximum of 5)***  Click here to enter text. |
| **education** | |
|  | **Dates**: mm/yyyy – mm/yyyy  **Degree Title**: Click here to enter text.  **University or School Name, City**: Click here to enter text. |
|  | **Dates**: mm/yyyy – mm/yyyy  **Degree Title**: Click here to enter text.  **University or School Name, City**: Click here to enter text. |
| **Experience** | |
|  | **Dates**: mm/yyyy – mm/yyyy  **Job Title**: mm/yyyy – mm/yyyy  **Organization Name, City**: Click here to enter text.  **Job description**: (3 to 4 lines max) Click here to enter text. |
|  | **Dates** mm/yyyy – mm/yyyy  **Job Title**: mm/yyyy – mm/yyyy  **Organization Name, City**: mm/yyyy – mm/yyyy  **Job description**: (3 to 4 lines max) Click here to enter text. |
| **Achievements** | |
|  | **List awards, personal achievements** (for example: wing construction for the university aerospace club).  Click here to enter text. |
| **Interests** | |
|  | **List hobbies, sports, teams, memberships** (for example: university aerospace club). |
|  | Click here to enter text. |
| **WORK LOCATION** | |
|  | ***In a short paragraph, please refer to 5 courses or pertinent projects that demonstrate your acquired competencies in engineering, technical competencies and/or management.***  Click here to enter text. |