

## Applying for a Job as a Foreign-Trained Professional: Civil Engineering Technologist (NOC 2231)

### JOB POSTING

#### **4C – The Civil Consulting Company of Canada CIVIL ENGINEERING TECHNOLOGIST**

**4C** has an immediate opportunity for a creative and enthusiastic Civil Engineering Technologist with experience in large-scale transportation projects to join our Transportation Team. Generous salary and benefits commensurate with experience.

#### Qualifications:

- Diploma in Civil Engineering Technology, with preference for individuals with, or working towards, registration as a Certified Engineering Technologist (CET);
- Proficient in AutoCAD and in Microsoft Office;
- Ability to take direction and demonstrate a willingness to learn;
- Strong skills in: effective communication (oral and written); problem identification and solution-oriented problem solving; collaboration and team building;
- Must be well organized and display an infectious day-to-day positive attitude and spirit of continuous improvement;
- Working knowledge of Province of Ontario and Ministry of Transportation design manuals, standards and practices;
- Knowledge of Transportation Canada standards and practices considered an asset.

You will be responsible for supporting project managers in the following areas:

- Assist in the planning and design of transportation infrastructure from rural roads and active modes (cycling and pedestrian) to urban arterials, transit, and freeways;
- Identify design criteria and design constraints;
- Operate computer-assisted design (CAD) and drafting workstations;
- Write technical reports;
- Prepare contract drawings and documents;
- Complete quantity calculations and cost estimating;
- May attend customer meetings and sites;
- Quickly respond with technical and drawing input to assist in the prompt resolution of project issues or challenges;
- Duties and responsibilities may be amended from time to time in order to support efficient company operations.

Please submit your résumé and cover letter, with 2 professional references, to [HR@4C.ca](mailto:HR@4C.ca).

Link to Ontario Skills Passport Occupational Profile:

<http://www.skills.edu.gov.on.ca/OSP2Web/EDU/DisplayNocDetails.xhtml?nocid=2231>

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### COVER EMAIL

TO: <a href="mailto:HR@4C.ca">HR@4C.ca</a>
SUBJECT: Civil Engineering Technologist Opportunity
ATTACHMENTS: <a href="#">1.ALin.cover.docx</a> <a href="#">2.ALin.resume.docx</a>
<p>Dear 4C Human Resources Team:</p> <p>I am excited to submit the attached cover letter and résumé as a strong indication of my interest in the posted opportunity. As an international Civil Engineer with a PhD from Southeast University, China, living in Ontario the past 5 years, I am confident that I could become a valuable addition to the 4C team.</p> <p>I look forward to the opportunity to discuss the position further with you.</p> <p>Best regards,</p> <p><b>Allan Lin, PhD. Civil Engineering</b> (111) 222-3333 <a href="mailto:Allan.Lin@mymail.ca">Allan.Lin@mymail.ca</a></p>

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**COVER LETTER**

Dear 4C Human Resources Team:

I am writing in response to the recent ad for the Civil Engineering Technologist position and expressing my interest. My candidacy offers a solid technical mind combined with excellent problem-solving skills. I hold a PhD in Civil Engineering and over 15 years' experience, primarily in the construction transportation sector.

As a senior engineer in one of China's largest engineering infrastructure companies, I was responsible for large-scale structural planning and design projects, including upgrades to highways and interchanges. In addition, I was selected to lead the team that travelled from China to Japan to represent the company in the multi-year design and construction of cable steel bridges that link the country's islands.

My undergraduate degree in computer science and proficiency in AutoCAD and other computer programs ensure that I will be able to operate computer-assisted design (CAD) and drafting workstations, prepare contract drawings and documents, and respond quickly to provide technical input and drawings to assist in the prompt resolution of project issues or challenges.

During my five years in Canada, I have made it a priority to understand the culture of the Canadian workplace and to continue to improve my business and language skills through on-going professional development. I am optimistic that my international credentials will soon be recognized by the Professional Engineers of Ontario and my credential awarded.

If you want to add a valuable member to your team, please carefully consider my résumé for the Civil Engineering Technologist position. I look forward to speaking with you and can be contacted by telephone or email to schedule an interview. My résumé is enclosed for your consideration.

Sincerely,

*Allan Lin*

**Allan Lin, PhD. Civil Engineering**  
(111) 222-3333  
[Allan.Lin@mymail.ca](mailto:Allan.Lin@mymail.ca)

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## RÉSUMÉ

### **ALLAN LIN**

1-123 Any Street, Town, ON N1N 1N1

Cell: (111) 222-3333

Email: [Allan.Lin@mymail.ca](mailto:Allan.Lin@mymail.ca)

### **CAREER GOAL**

A dedicated Civil Engineer skilled in all phases of engineering operations. Committed to designing quality cost-effective public infrastructure and transportation solutions. Eager to contribute my significant international experience and perspective while continuing to develop my professional skills in a well-respected Canadian company.

### **EDUCATION**

- PhD in Civil Engineering: Southeast University, Nanjing City, China
- Masters in Civil Engineering: Southeast University, Nanjing City, China
- Bachelor of Computer Science: Southeast University, Nanjing City, China

### **PROFESSIONAL DEVELOPMENT**

- Enrolled in Professional Engineers of Ontario Certification Program. (Review in process.)
- Associate Member Ontario Society of Professional Engineers <http://www.ospe.on.ca>
- Advanced-Level Occupation-Specific Language Training for Engineers, Ontario College (on-going)

### **KEY SKILLS**

- Consistent ability to deliver technical products on schedule and within budget
- Satisfying customers' requests and working well in a team.
- Bilingual: English and Chinese with strong business writing skills
- Keen financial analysis abilities
- Proficient in AutoCAD, Microsoft Office, Visual Basic, C, Java, machine coding

### **EXPERIENCE**

#### **ABC Consulting Engineers, Assistant Contract Administrator                      2015 (contract)**

- Ensured all requirements of the contract were adhered to and enforced.
- Coordinated inspectors to ensure all areas of the project were monitored.
- Completed day-to-day duties including: the drafting and issuing of Site Instructions to the contractor; participating in onsite design resolution; and tending to any technical or logistical issues which arose.

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**Lin & Associates, Assistant Office Manager**

**2010 -2015**

- Coordinated client accounts using Excel and Project Software
- Received and distributed office mail
- Created and modified documents using Microsoft Office

**CHINATECH, Civil Engineer**

**1995-2010**

Fifteen years of professional engineering experience with one of China's largest consulting design firms working on significant infrastructure projects. Highlights include:

- Project manager on large-scale structural planning and design projects, including upgrades to highways and interchanges
- Travel to Japan to represent the company in the design and construction of cable steel bridges that span more than 200 metres and link the country's islands
- Supervised and trained project teams of 30+ team members including in-house, external contractors and sub-contractors
- Inspected and prepared inventories for civil projects with budgets to \$3M
- Received several safety awards for attention and adherence to policy
- Maintained client relationships over multiple years

**PROFESSIONAL REFERENCES**

Elizabeth Monk: Supervisor, ABC Consulting Engineers (111) 999-9898

Bai Chen: Vice President: Engineering, CHINATECH (1+111) 222-4444