

Font Styles: Times New Roman or Arial

1" margins on entire document

Font Size for Name: 14-16

KATHY CRUNCH

225 N. 7th Street
Grende, NE 55555

(402) 366-0000
kcrunch@lmail.com

CAREER OBJECTIVE: Obtain a position as Body Shop Manager

Font Size for Body of Resume: 11-12

EDUCATION

Associate of Applied Science Degree in Auto Body Repair Technology

Northeast Community College, Norfolk, Nebraska

GPA: 3.5

Include GPA if 3.0 or higher

RELATED SKILLS

- Solid knowledge of auto industry through automobile hobbies and employment
- Proficient with Liner Frame Equipment and Measuring system
- Ability to take care of specific customers needs and requests
- Excellent estimating skills

List jobs - most recent first

EXPERIENCE

Watch verb tenses— use present tense if still at job/past tense if not.

Head Body Shop Technician

Stellar Auto Body – Grende, NE

May [Year] – Present

- Estimate vehicle body repair costs.
- Work on vehicle as per repair estimate with accuracy and efficiency.
- Obtain necessary parts from internal and external suppliers.
- Recommend additional work if needed.

Auto Body Technician

Jensen Auto Repair – Norfolk, NE

July [Year] - May [Year]

- Estimated repair costs.
- Determined repair solutions.
- Worked with customer and insurance companies to assure payment.

OTHER EXPERIENCE

Mick Jaxon Farm- Grende, NE, Farmhand

April [Year] - May [Year]

Gilley's Store- Norfolk, NE, Clerk

July [Year] - May [Year]

ACTIVITIES & HONORS

- Refinished 1957 Chevy Bel Air Hardtop Sport Coupe in Canyon Coral color
- College Ambassador, Leader
- Intramural Sports Participant, Volleyball
- Auto Planet Scholarship
- Residence Hall Assistant

Get involved!
Employers like to see students who have been active on-campus and in the community.

Second page should at least have your name and page 2, or can use same heading as page 1.

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REFERENCES

Mr. Current Employer
Title
Company Name
Address
City, State, Zip Code
(XXX) XXX-XXXX
Email Address

Ms. Former Employer
Title
Company Name
Address
City, State, Zip Code
(XXX) XXX-XXXX
Email Address

Mr. Current Instructor
Title
College
Address
City, State, Zip Code
(XXX) XXX-XXXX
Email Address

Ask references before using and ask where they wish to be contacted (home or work). Avoid using relatives as references.

OTHER TIPS:

- All resumes are different...choose a format that works for YOU!
- Avoid using a resume template or Wizard format!
- Using an Objective statement will direct your resume: Ex. To obtain XYZ position with XYZ company
 This statement is placed after your name heading.
- Refer to job description to pull out key words.
- Avoid the use of "I" or first person.
- Use bold, italics, and bullets to draw attention to important items.
- Appearance should be professional and "clean" looking with no spelling or grammatical errors.
- Layout of resume should be easy to read with proper spacing between sections.
- Sections of resume may vary (i.e. you may have Qualifications, Profile, Relevant Coursework, Special Project, Internship, Military, etc.)
- Don't list age, race, gender, marital status or religious affiliation.
- List job description items in order of importance (i.e. if waitress, list customer service skills before cleaning tables).
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope or send in a white envelope.
- Always have at least one person review your resume before sending.
- Keep a copy for your records and follow up with the employer if needed.