

Font Styles: Times New Roman or Arial

1" margins on entire document

Font Size for Name: 14-16

JASON CARSON

404 Hill Drive
Granite, TN 55555

(818) 845-3998
g.johnson@tmail.com

Font Size for Body of Resume: 11-12

OBJECTIVE

To secure a position as Automotive Mechanic in an organization where I can further enhance my technical skills and capabilities in automotive technology.

EDUCATION

Associate of Applied Science Degree in Automotive Technology, May [date]
Northeast Community College, Norfolk, Nebraska
GPA: 3.7

Include GPA if 3.0 or higher

PROFILE

Start each description with a strong action

- Focused, analytical individual with strong automotive background through hobbies, education and employment
- Able to balance troubleshooting with creative thinking in developing solutions related to automotive issues
- Maintain high ethical and quality standards in workmanship

EXPERIENCE

Automotive Technician Internship July [Year]-Present

Excel Auto Repair Center, Sorenson, TN

- Examine vehicles, write estimates of repair costs and communicate repairs needed to auto owners.
- Tune automobile engines to ensure proper and efficient functioning.
- Repair, overhaul or adjust brake systems.

Tire Technician May [Year]-June [Year]

Frasier Automotive Inc., Norfolk, NE

- Rotated tires to different positions on vehicles
- Placed wheels on balancing machines to determine counterweights required to balance wheels.
- Replaced valve stems and removed puncturing objects. Inflated tires.

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

ACTIVITIES & HONORS

- Legends Car Club, Member
- Student Government Association (SGA)
- Intramural Sports Participant
- National Bank Scholarship
- Youth Group Leader Community Bible Church

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.