

Font Styles: Times New Roman or Arial

1" margins on entire document

## Arthur Fueller

2998 S. Elm  
Slvester, NE 80000  
(402) 444-4444  
a.fueller@tmail.com

Font Size for Name: 14-16

**OBJECTIVE:** To obtain a diesel technician position that will enable me to use my knowledge and experience in the diesel technology industry.

Use clear, concise objective

### EDUCATION

**Northeast Community College, Norfolk, NE**

May [Year]

Associate of Applied Science Degree in Diesel Technology - Truck Concentration

### INTERNSHIP

Pump and Power Repair, Norfolk, NE

Summer [year]

- Used computerized equipment in troubleshooting problems of the engines
- Analyzed diesel engines and listed the possible problems
- Assisted with removing and installing engines from diesel trucks
- Tested and diagnosed diesel engine problems
- Cleaned parts that were repaired
- Maintained the tools and equipment

Start each description with a strong action verb

Font Size for Body of Resume: 11-12

### SUMMARY OF QUALIFICATIONS

- Excellent troubleshooting and diagnostic skills gained through 1,000+ college lab hours and through related work experiences
- Engine rebuilding knowledge of diesel and gas powered equipment
- CDL License, Current
- Strong teamwork attributes

Watch verb tenses —use present tense if still at job.

Past tense if not.

### EMPLOYMENT

Driver, Sandy Concrete, Cermel, NE

January [Year] - Present

- Deliver and pour ready-mix at job sites
- Load and unload materials with forklifts
- Deliver landscape materials using dump trucks
- Assist customers with purchases at the plant

List jobs - most recent first

Farmhand, Hansen Farms, Leno, NE

March [Year] – November [Year]

- Operated large machinery such as tractors, combines, and trucks
- Repaired and maintained farm equipment and vehicles
- Assisted with harvest and livestock

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

## Arthur Fueler

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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, Honors & Activities, 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.