

Juan Electric

1112 N Street • Lincoln, NE 68501 • (XXX) XXX-XXXX • juan@gmail.com

APPRENTICE ELECTRICIAN

Learning the basics of electrical wiring for the installation and maintenance of lighting, appliances, motors, heating, and air conditioning. Training included the operation, testing, and maintenance of electrical equipment and electronics for skills in electrical controls and solid state devices and computer experience using a programmable controller.

- Quality
- Safety Compliance
- Troubleshooter

CORE STRENGTHS

- Competent, reliable, and committed student recognized for high academic performance.
- Completed complex class projects and successfully completed them by deadline and meeting instructor's expectations.

Willing to travel

Additional core competencies include:

National Electrical Code Book Interpretation	Multitask-Oriented
Excellent Presentation Skills	Keen Problem-Solving Ability
Excellent Communication Skills	Troubleshooting Ability
Blueprint Reading	Cost Estimating

EDUCATION

Associate of Applied Science Degree
Program of Study: **Electrical Construction and Control**
Northeast Community College, Norfolk, Nebraska
Expected Graduation: May year
GPA: 3.5

Enhanced Learning: 1,000 hours in lab with hands-on training. Design and install electrical in 1,600 square foot student built house.

Certifications: NC3 (National Coalition of certification) Meters
CPR and First Aid Certified

INTERNSHIP

Electrical Intern, J & R Electric, Lincoln, Nebraska

May year-August year

- Read and interpreted blueprints for installation, tested electrical outlets, and corrected problems
- Performed basic electrical duties related to installation, maintenance, and repair of systems in homes and businesses

RELATED COURSES

- National Electric Code I & II
- Electrical Troubleshooting
- Automation Fundamentals
- Electrical Energy Conservation
- Electrical Wiring I & II
- Motor Theory and Application Lab

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EMPLOYMENT

Construction Laborer, Crone Builders, Gretna, Nebraska

August year-Present

- Perform basic electrical and framing duties
- Assist with the construction of homes
- Set and square prefabricated trusses
- Meet construction deadlines and quality standards

Farmhand, Pender Farms, Ashland, Nebraska

April year-August year

- Operated large machinery for planting and harvest
- Performed a wide variety of farm and ranch duties

ACTIVITIES & HONORS

Habitat for Humanity, Volunteer
Norfolk Veteran's Home, Volunteer
Student Ambassador
Intramural Sports
President's Scholar List

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

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

OTHER TIPS:

- All resumes are different....choose a format that works for YOU!
- Avoid using an online resume template. They can be limited with customization.
- Some color and/or shading is acceptable. For example, you could use a light blue or green to shade your headings or your Target statement.
- Sections of resume may vary (i.e. you may have Qualifications, Profile, Internship, Study Abroad, Relevant Coursework, Special Project, Military, Job Shadows, etc.)
- Format: ½ inch to 1 inch margins; Name should be larger than content – size 16-24; font style should be easy to read, ex. Calibri, Times New Roman, Arial; Content size 11-12.
- Don't sell yourself short. Use descriptive statements that show actions and outcomes.
- Two page resumes are acceptable, just be sure that your most important information is on page 1.
- High school information can be included if you graduated from high school within the last 3 years or so and the information is relevant to the position.
- Avoid the use of "I", "Me" and "My".
- 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.
- Not necessary to 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 resume-quality 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 submitting.
- Keep a copy for your records and follow up on application materials as needed.