Tucker Trucker

1112 White Lane
Housen, NE 68888
(402) xxx-xxxx
Tucker@yahoo.com

OBJECTIVE   To obtain an Over-the-Road Truck Driving position at [Place of Employment]

TRAINING   **Professional Truck Driver Training Program, [Dates]**
Northeast Community College, Norfolk, NE
Training certified by the Professional Truck Driver Institute

Housen Community Schools, Housen, Nebraska, [Date]

PROFILE
- Certificate of Achievement from Nebraska Department of Motor Vehicles
- 50+ hours behind the wheel training & 190 hours of classroom, lab and observation
- Class A CDL, Hazmat endorsement & passport

EMPLOYMENT   *Security Guard*   May [year]-present
Boone Trailers, Spain, Nebraska
- Monitor and patrol the plant grounds and buildings to guard against suspicious activities and maintain security of premises.
- Log daily activities including trailer and truck transfers in and out of plant.
- Understand and follow loss-prevention procedures.
- Write reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.

Cashier   May [year]-February [year]
Moon Express, Larson, Nebraska
- Operated cash register and handled financial transactions.
- Provided excellent customer service.
- Assisted in the sale of menu items and merchandise.

ACTIVITIES   Pheasants Forever, Treasurer
Safety Committee, Boone Trailers
Relay for Life, Volunteer, Dates
Boy Scouts Troop Leader, #xxx

REFERENCES

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

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 Military, Qualifications, Relevant Coursework, Special Project, Travel, Languages, 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.