

104 Stark Avenue • Pierce, NE 68767 • (402)748-0000 • harvey@yahoo.com

Seeking a position as a Wind Technician at UpWind Solutions

EDUCATION

Associate of Applied Science degree in Wind Energy, May Year Northeast Community College, Norfolk, NE

GPA: 3.50

- Certifications: Torque, Meter, and Precision Measurement
- CDL license

INTERNSHIP

Siemens, Amarillo, TX

Intern

- Performed semi-skilled duties related to the installation, maintenance, and repair of wind turbine generators
- Climbed wind turbine towers to inspect and repair equipment
- Collected turbine data for testing and analysis
- Followed safety procedures such as checking equipment and tools

WORK EXPERIENCE Culver's Landscaping, Pierce, NE

	List jobs - most
	recent first
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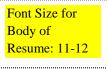
- Groundskeeper
 Operate mowers, tractors, sod cutters, saws, cutters to perform grounds duties
 - Care for lawns by mulching, aerating, weeding, and trimming
 - Mix and spray or spread fertilizers, herbicides, or insecticides on grounds
 - Keep accurate records for billing and follow-up procedures

Harney Parts Center, Pierce, NE

Parts Salesperson

- Determined replacement parts required per customer requests
- Read catalogs, viewers, and computers to determine replacement part stock numbers and prices
- Prepared sales slips and sales contracts
- Took inventory of stock ensuring accurate documentation and records

HONORS & ACTIVITIES	Get involved!
Wind Energy Club	Employers like to see
Student Activities Council (SAC)	students who have
Intramural Basketball	been active on-campus
Nebraska Public Power District Scholarship	and in the community.
Eagle Scout	



Summer Year

May Year - Present

description with a strong action verb

Watch

tenses-

present tense if

still at

job.

not.

verb

use

Start each

June Year – April Year

HARVEY WIND

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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 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.