

Font Styles: Arial, Calibri,
Times New Roman

.5" to 1" margins on
entire document

Font Size for
Name: 16-20

HARVEY WIND

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**

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Body of
Resume: 11-12

INTERNSHIP

Siemens, Amarillo, TX
Intern

Summer Year

- 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

Start each
description
with a
strong
action verb

WORK EXPERIENCE

Culver's Landscaping, Pierce, NE
Groundskeeper

List jobs - most
recent first

May Year - Present

- 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

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

Harney Parts Center, Pierce, NE
Parts Salesperson

June Year – April Year

- 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

Past
tense if
not.

HONORS & ACTIVITIES

Wind Energy Club
Student Activities Council (SAC)
Intramural Basketball
Nebraska Public Power District Scholarship
Eagle Scout

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 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.