

Name

Address

Email

Phone

Position Title

Profile statement listing skills, abilities, summarizing training and experience, etc. Begin with verbs or adjectives: Highly motivated candidate with excellent technical and critical thinking skills. Enjoys analyzing and repairing electrical systems and PLC controls. Proficient in use of list equipment, computers, tools, etc.

Education

Wilkes Community College

Wilkesboro, NC

Associate in Applied Science, Name of Degree

Date

Relevant Coursework: Optional - list important ones (especially if no experience)

Capstone Design Project (if applicable): Describe project goals, skills learned, equipment used, etc.

Certifications: May be listed in a separate category

Technical Skills

(Skills, Computer Skills, Technical Proficiencies, etc. May be listed in paragraph format to save space or in columns)
Check Internet, Academic Advisor, Job Description, Career Services for assistance

- Electronic Devices, National Electric Code, Workplace Safety, Hydraulics/Pneumatics
- Blueprint Reading, Refrigeration, CNC Milling, CNC Turning
- Commercial/Residential Wiring, PLCs, Motors and Controls

Computer Skills

(May be listed with Technical Skills or separately)

Basic CAD, LAN, Category 5 Fiber Optic Installation, Circuit Maker Simulator, Microsoft Office Suite 2013: Word, Power Point, Access, Publisher and Excel

Experience

(Begin with most current)

Company Name

Wilkesboro, NC

Job Title

Dates

- List duties, skills, and responsibilities
 - Begin with action verbs: Repaired, maintained, monitored, programmed, assisted, etc.
-

Awards/Honors/Activities/Affiliations/Volunteer

Choose one or two – may be combined

WCC Student Government Association - Fall 2016
NC Skills USA: 1st Place HVAC – May 2015
WCC President's List – Spring 2016
National Technical Honor Society – Fall 2016