Font Styles: Times New Roman or Arial

> 1" margins on entire document

Arthur Fueler 2998 S. Elm Slvester, NE 80000 (402) 444-4444 a.fueler@tmail.com

OBJECTIVE: To obtain a diesel technician position that will enable me to use my knowledge and experience in the diesel technology industry. Use clear, concise objective

EDUCATION

Northeast Community College, Norfolk, NE

Associate of Applied Science Degree in Diesel Technology - Truck Concentration

INTERNSHIP

Pump and Power Repair, Norfolk, NE

- Used computerized equipment in troubleshooting problems of the engines
- Analyzed diesel engines and listed the possible problems
- Assisted with removing and installing engines from diesel trucks
- Tested and diagnosed diesel engine problems
- Cleaned parts that were repaired

action verb Maintained the tools and equipment

Start each

description

Watch

verb

tenses -use

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tense if

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job.

Past

not.

with a

strong

SUMMARY OF OUALIFICATIONS

- Excellent troubleshooting and diagnostic skills gained through 1,000+ college lab hours and through related work experiences
- Engine rebuilding knowledge of diesel and gas powered equipment
- CDL License, Current
- Strong teamwork attributes

EMPLOYMENT

Driver, Sandy Concrete, Cermel, NE

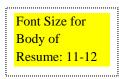
- Deliver and pour ready-mix at job sites
- Load and unload materials with forklifts
- Deliver landscape materials using dump trucks
- Assist customers with purchases at the plant

Farmhand, Hansen Farms, Leno, NE tense if

- Operated large machinery such as tractors, combines, and trucks
- Repaired and maintained farm equipment and vehicles
- Assisted with harvest and livestock

Summer [year]

May [Year]



List jobs - most recent first

March [Year] – November [Year]

January [Year] - Present

Font Size for Name: 14-16 Second page should at least have your name and page 2, or can use same heading as page 1.

Arthur Fueler

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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 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 Qualifications, Profile, Relevant Coursework, Special Project, Internship, Military, Honors & Activities, 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.