

222 Front Street • Norfolk, NE 68701 • (402) xxx-xxxx • e-mail: carlslaw@rmail.com

Use clear, concise

objective

Employers like to see people who

are active.

OBJECTIVE

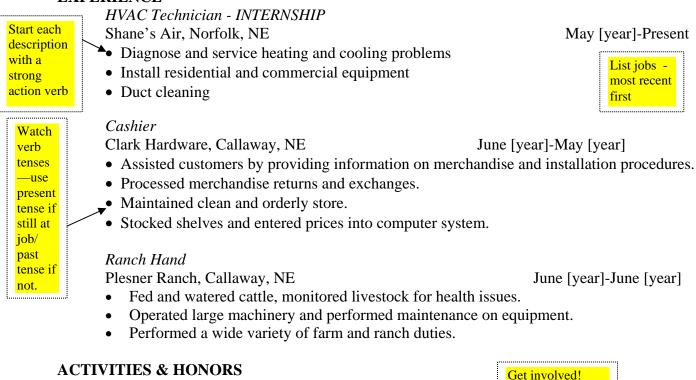
To obtain the HVAC Technician position with Ross Heating & Air

EDUCATION

PROFILE

- 1,000+ hours of HVAC lab to supplement classroom learning.
- Studied physical, mechanical, and chemical principles of refrigeration and air conditioning with emphasis on electrical controls and motors.
- Proficient in blueprint reading, sheet metal construction, proper ventilation installation, heating and cooling diagnosis and installation of residential and commercial equipment.
- Excellent troubleshooting skills and enjoys technical challenges.

EXPERIENCE



- Heating Ventilation & Air Conditional Club (HVAC)
- Pheasants Forever, Treasurer
- Newcomers Scholarship

Second page should at least have your name and page 2, or can use same heading as page 1.

CARL SLAWN

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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. 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, 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.