

Name

Address

Email

Phone

Position Title

Profile statement summarizing/highlighting relevant skills and traits. Begin with verbs or adjectives. Use job description to include similar key words. Example: Motivated candidate with excellent technical and critical thinking skills. Enjoys analyzing and repairing electrical systems and resolving issues. Well organized and thrives under pressure. Highly adaptable to changing requirements and situations.

Education

Wilkes Community College

Wilkesboro, NC

Associate in Applied Science Degree, Name of Degree

Date

The following are optional:

Relevant Coursework: List relevant courses (especially if little work experience)

Capstone Project: List type of project, skills gained, goals, outcomes, etc.

Skills or Technical Skills

(May be listed in paragraph format to save space or in columns. Check WCC Catalog, Advisor, Job Description, and Internet)

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

Computer Skills

(May be listed separately or included as part of Technical Skills or Skills Section)

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 employment. May include work-based learning)

Company Name

Wilkesboro, NC

Job Title

Dates

- List duties, skills, and responsibilities (look up examples on internet)
- Begin with action verbs: Repaired, maintained, monitored, programmed, assisted, etc.
- No complete sentences (just statements) and no pronouns (I or my)

Honors and Activities, Awards and Volunteer, or Organizations and Honors, etc.

WCC Student Government Association - Year

NC Skills USA: 1st Place HVAC - Year

WCC President's List, National Technical Honor Society - Year