

**FULL NAME**

Phone # (xxx)xxx-xxxx

address

Email

**Basic Resume Example:**

**Professional Summary**

2 or 3 sentence summary of experience and skill

**Employment and or classes taken (PROFESSIONAL SKILLS)**

**DATES FROM – TO**

**1st:**

Place and position, XXX WA (April 2022 - Present)

- List of responsibilities
- List of duties
- Process related items (Safety, cleanup...)

**DATES FROM – TO**

**2nd:**

Place and position, XXX WA (April 2022 - Present)

- List of responsibilities
- List of duties
- Process related items (Safety, cleanup...)

**Examples:**

**Example: Sonny's Signs, location April of 2019) to July of 2019**

- shop apprentice
- vinyl work, letter channeling, and field experience in building signage
- Building/creating Starbucks coffee signs, Sound Credit Union signs to name a few
- Utilized plot printer, imaging tools, measuring tools, miter saw, nail gun, drill, hammer
- Responsible for safety and quality of products
- Worked closely with customers and team

**Example: Night Shift Manager McDonalds, Arlington WA (May 2016 – April 2019)**

- Managing floor crew station assignments to ensure efficiency
- Managed day to day production
- Adjusted employee work tasks to assure all orders were filled each shift
- Assured tills were closed involving counting money and storing cash in a safe
- Received and inspected shipments for quality and accuracy
- Assurance of clean workstations
- Inspected work areas for sanitary code assurance

- Managed employee and customer conflict
  - Managed vendor deliveries, and lifting inventory to stock in the storage room.
- Additionally, I attended a
- OSHA training session on machine operation and safety
  - Trained new hires on safety procedures.

## EDUCATION

### EDUCATION Example:

**XXX college or college courses**

XXX high school, diploma, June 2023

### Certifications Example:

- XXX high school or program, June 2023
- (Welding)
- (Auto shop)
- (Fabrication)
- Safety protection
- CPR certificate
- OSHA safety training
- Managing conflict training

### Volunteer work

- XXX

**Example: List of tools used and applications you use and or are familiar with**

- Miter saw
- Drill
- Torque wrench
- 3d printer.....

- If applicable, focus on your mechanical knowledge and skills
- List all tools you can use (at work or in garage) they want to know you can turn a wrench or fab and assemble, construction (if applicable list usages such as: hammer, drill, saw, torque wrench, ruler, wrench, ratchet, welding, grinder, sander, polisher, square, pneumatic tools, solvents, lubes, sealers.....
- If applicable, list auto maintenance if you perform your own
- List any ability to follow direction/complete a task or a number of tasks
- List any ability to read drawings/directions/schematics/blueprints/site plan
- List any experience in staying safe while working (Protective equipment (PPE), safety meetings, awareness of your surroundings)
- If applicable, list keeping a clean work environment (clean as you go)
- If applicable, list ability to Team and also work independently
- If applicable, ability to raise your hand when help is needed
- If applicable, ability to raise your hand if you make a mistake or damage something (don't cover it up)
- If applicable, ability to work with high quality (measure twice, cut once)
- Electrical 2nd