



Essential Skill: Sample Resume

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Summary:

- Vehicle mechanic with 3 years of experience in automotive maintenance, repair, and servicing.
- Dependable employee with hands-on experience and basic training to perform service, diagnostics, and repairs on domestic and imported automobiles and trucks.
- Participate in continuous training and professional development activities to advance current knowledge.

Professional Experience:

Car Repair Central – Columbus, Ohio

Automotive Technician - 10/2019 to Present

Conducted automotive inspections, diagnostics, and repairs including engines, transmissions, differentials, brakes, clutches, starters, axles, steering gears, carburetors, fuel systems, cooling systems, and other mechanical and electrical systems. Maintained accurate hours and repair records.

- Built solid reputation as highly skilled and quality-driven mechanic; entrusted with increased responsibility.
- Recognized by management for expertise and routinely called upon for recommendation.

Auto King – Columbus, Ohio

Automotive Mechanic Trainee - 2/2018 to 2/2019



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Worked under direction of master mechanic, rotating through diagnosis and repair of automotive systems and units. Conducted routine service and preventative maintenance.

- Demonstrated talent for quickly and accurately diagnosing mechanical failures and determining corrective actions.
- Advanced through program faster than other trainees by maintaining commitment to continually increasing knowledge and skills.

Skills:

- Troubleshooting
- CODA Engine Analysis
- Snap-On Shop Key
- Time Management
- Equipment Repair
- Customer Service

Education:

- Ding King Certification — In process



Essential Skill: Resume Action Verbs

Action verbs are an essential part of any resume. Review the words below, and circle the words that fit your specific experience and skills. Brainstorm and add additional words.

Adapted	Developed	Inspected	Provided
Advanced	Displayed	Installed	Raised
Advised	Drafted	Instructed	Recorded
Assisted	Encouraged	Located	Researched
Built	Engineered	Made	Reviewed
Chaired	Established	Maintained	Revised
Coached	Executed	Monitored	Selected
Collected	Explained	Operated	Shaped
Communicated	Facilitated	Oversaw	Supervised
Coordinated	Fashioned	Interpreted	Taught
Conducted	Founded	Participated	Tested
Constructed	Generated	Planned	Tracked
Controlled	Headed	Produced	Trained
Created	Identified	Presented	Updated
Delivered	Implemented	Programmed	Worked
Designed	Informed	Promoted	Wrote

Resume Review Rubric

	3	2	1
Content	Information is clearly stated with major sections (name, dates, references, experience relevant to the position), with no spelling or grammatical errors. Experience shared is relevant to position.	Information is mostly clear with most major sections (name, dates, references, experience relevant to the position) and/or a few spelling or grammatical errors.	Information is unclear and/or several spelling or grammatical errors. No experience or experience is not relevant to position.
Format/Appearance	Font and spacing are easy to read and clear. Resume has professional appearance, tone, and style.	Format is mostly clear with less professional appearance, tone, and style.	Formatting is confusing and/or cluttered.
Organization	Resume is arranged in a way that is easy to read and navigate.	Resume organization is somewhat unorganized. It is difficult to find certain information.	Content is disorganized and/or confusing.