

RESUME SAMPLES

EXAMPLE OF CHRONOLOGICAL RESUME

JOSEPH D. SMITH
555 PLEASANT AVENUE
YORK, SC 29745
(803) 555-5555
jsmith@home.com

PROFESSIONAL PROFILE

Highly talented Technician, with an in-depth knowledge of installing, maintaining, testing, troubleshooting, repairing, and calibrating electronic equipment, seeking a position as an Electronics Engineering Technician.

EDUCATION

York Technical College, Rock Hill, SC

Associate in Engineering Technology Degree;

majoring in Electronics Engineering Technology, May 1995

Certificate; Industrial Engineering Technology, December 1993

Relevant Coursework:

- DC/AC Circuits
- Manufacturing Processes
- Electronic Circuits
- Digital Circuits
- Industrial Safety
- Methods Analysis
- Electrical Machinery
- Industrial Electronics

EMPLOYMENT

Republic Equipment Company, York, SC

Electrical & Electronic Technician, April 1993 - Present

- Provide electronic and electrical controls and wiring for machinery.
- Repair existing electrical systems and install new systems.
- Experience with programmable logic controllers; AC and DC drives; oscilloscopes; digital multimeters; capacitance meters; GE 90 series; and Idec FA series PLC's.
- Develop schematics for electrical systems using CAD programs.
- Operate hydraulic, pneumatic, and mechanical systems and devices used in the repair and manufacturing of textile machinery.
- Perform high-quality welding for different materials such as steel and aluminum; exceptional knowledge of acetylene and electric arc welding.

Accomplishments

- Improved business efficiency by writing a technical operation and maintenance manual for all equipment.
- Formulated innovative ideas to upgrade the performance of electronic equipment.

Eckerd Drugs, Rock Hill, SC

Cashier, August 1992 - April 1993

- Answered telephones in a professional manner and transferred calls to correct departments.
- Assisted customers and handled problems using tactfulness and diplomacy.
- Stocked shelves with merchandise and maintained clean work area.
- Handled money by accurately receiving and dispensing correct change.

Accomplishments

- Planned innovative activities to develop teamwork.
- Organized effective fundraising events producing approximately \$500,000 for charitable organizations.

EXAMPLE OF FUNCTIONAL RESUME

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PROFESSIONAL PROFILE

Highly talented Technician, with an in-depth knowledge of installing, maintaining, testing, troubleshooting, repairing, and calibrating electronic equipment, seeking a position as an Electronics Engineering Technician.

HIGHLIGHTS OF QUALIFICATIONS & ACCOMPLISHMENTS

- Outstanding problem solving skills.
- Effective in facilitating communication between management and project team.
- Improved business efficiency by writing a technical operation and maintenance manual for all equipment.
- Formulated innovative ideas to upgrade the performance of electronic equipment.
- Planned innovative activities to develop teamwork.
- Organized effective fundraising events producing approximately \$500,000 for charitable organizations.

RELEVANT EXPERIENCE

Electronic Skills

- Proficient in providing electronic and electrical controls and wiring for machinery.
- Ability to repair existing electrical systems and install new systems.
- Experience with programmable logic controllers; AC and DC drives; oscilloscopes; digital multimeters; capacitance meters; GE 90 series; and Idec FA series PLC's.
- Adept at developing schematics for electrical systems using CAD programs.

Mechanical / Welding Skills

- Experience with operating hydraulic, pneumatic, and mechanical systems and devices used in the repair and manufacturing of textile machinery.
- Exceptional knowledge of acetylene and electric arc welding.
- Ability to perform high-quality welding for different materials such as steel and aluminum.

Computer Skills

- Proficient in AutoCAD R. 14
- Extensive experience with Lotus 1-2-3 for Engineers
- Knowledgeable in Microsoft Word, Excel, PowerPoint, Access
- Ability to navigate the Internet

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EMPLOYMENT

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Electrical & Electronic Technician April 1993 – Present
Cashier August 1992 - April 1993