

Sample Resume Format (Fill In)

Name _____

Address _____

City, State, Zip _____

Phone _____

Email _____

Professional Summary- (professional summary or a summary statement is a 3–5 sentence paragraph at the top of your resume. Its purpose is to describe your **professional** experience and give a preview of your strongest assets: key skills, achievements, and areas of expertise.

Write your summary below:

1. I am a former medical professional seeking to make a career transition into the construction industry. As a recent graduate of the MOKAN Construction Pre-Apprenticeship Program, I have gained the required basic skills to transition into this new role. I am a fast learner and I believe I will make a great addition to your team.
2. Goal driven, self-motivated Construction Apprentice, ready to use skills, knowledge, and experience to achieve professional and personal success. Energetic and eager for the opportunity to transition into the construction field to assist your company with reaching your goals.
3. Graduate of the MOKAN –CCAC Pre-Apprenticeship Program seeking Construction Laborer position to deliver quality results with a positive attitude on

construction projects. Committed to generating quality results while working independently or within a team environment with safety being a top priority.

Education (Insert education, starting with most current first.)

Fill in below

Program or School Name	City, State location	Dates
Graduate		

Program or School Name	City, State location	Dates
Graduate		

Program or School Name	City, State location	Dates
Graduate		

Example:

1. MOKAN-St. Louis Construction Contractors Assistance Center (CCAC)
Pre-Apprentice Training Program Graduate, St. Louis, MO May 2020 - Aug 2020

- Occupational Safety and Health Administration (OSHA) 10 Certification
- HAZWOPER 40 Certification
- First Aid Certification
- Automatic External Defibrillator (AED) Certification
- Cardiopulmonary Resuscitation (CPR) Certification

2. Soldan High School, St. Louis, MO Aug 2015 - May19

Skills (add skills learned and MOKAN and skills already had)

- Scaffolding Safety Training
- Conflict Resolution & Leadership Training
- Blueprint and Spec Exposure
- Hand and Power Tool Manipulation
- Goal Setting and Time Management Training

- Team player and collaboration
- Safe and reliable
- Punctual and Prepared
- Physically fit able to lift 150 lbs.
- Ability to lead
- Ability to follow directions

Work Experience (list ALL, we will delete what we feel is unnecessary during editing)
-start with most current

Name of Employer	City and State (location)	Dates of Employment
-------------------------	----------------------------------	----------------------------

Position

Bullet and list duties----see sample below

- _____
- _____
- _____
- _____
- _____

Name of Employer	City and State (location)	Dates of Employment
-------------------------	----------------------------------	----------------------------

Position

Bullet and list duties----see sample below

- _____
- _____
- _____
- _____

- _____

Name of Employer	City and State (location)	Dates of Employment
------------------	---------------------------	---------------------

Position

Bullet and list duties----see sample below

- _____
- _____
- _____
- _____
- _____

Name of Employer	City and State (location)	Dates of Employment
------------------	---------------------------	---------------------

Position

Bullet and list duties----see sample below

- _____
- _____
- _____
- _____

Examples:

Best Buy- Streetsborrow, OH

May 2016 – Jun 2020

Delivery Driver/Warehouse Spotter

- Delighted clients by ensuring a smooth end to end delivery process.
- Moved clients' products safely into their homes, while unboxing and installing and checking functionality
- Completed all paperwork and obtained appropriate documentation for proof of delivery.
- Hauled away client's previous appliances while leading a two to three-man team.
- Parking and Docking Straight trucks and tractor Trailers

Pop's Auto- Alliance, OH

Apr 2013 - May 2016

Lead Mechanic

- Completed preventive maintenance
- Maintained vehicle functionality by performing diagnostics using scan tool and sensory to determine issue with vehicles
- Preserved vehicle appearance thru detailed cleaning as well as repairs to body and framing
- Executed repairs proficiently and expeditiously to ensure prompt completion of service while maintaining industry standard for safety

Avalon Garden Nursing Home, St. Louis, Mo

Sep 2011 – May 2013

- Tracked repairs or professional service needs for building operating systems.
- Inspected and maintained facilities to maximize cleanliness and support upkeep targets.
- Collected and removed trash and applied correct procedures for handling, transporting, and disposing of new and recycled materials.