

John Doe

2222 Smith Ave., St. Louis, MO, 63139
Cell: (314) 555-5555 Email: johndoe@gmail.com

Professional Summary

Enthusiastic and dependable Construction Laborer with 3 years of experience providing support on many diverse construction projects. Works well with others, a quick learner, able to follow directions while offering many skills that are beneficial to safe and timely completion of the task at hand.

Objective

To increase my knowledge of additional trades in the construction industry while enhancing managerial skills.

Core Qualifications Capabilities:

- Debris cleaning
- Documenting material and equipment
- Demolition
- Tool utilization

Additional

- Site cleanliness
- Home plumbing
- Detail oriented
- Current Class A Permit

Professional Experience

New Vision Demolition Company, St. Louis, MO

January 2000

- Demolition of commercial and residential structures
- Removal of debris to prepare site for the demolition process
- Clean debris from job site

Education

MOKAN-Construction Contractors Assistance Center (CCAC), St. Louis, MO

July 2017

Pre- Apprenticeship Program Graduate

- Blue print and Spec Reading
- First Aid/ Cardiopulmonary Resuscitation (CPR) Certificate
- Occupational Safety and Health Administration (OSHA) 10 Certificate
- HAZWOPER 40 Certificate

Columbia College, St. Louis, MO

September 2010

Associate degree

- Major in Business Administration
- Minor in Human Resources

Vatterott College, St. Louis, MO
2004

May

- Heating/ Cooling/Refrigeration

John Doe

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To Whom It may Concern:

I am experienced general laborer with exceptional physical stamina and 3+ years of accumulated hands-on skills. I believe I have the talent you are looking for in a general laborer, and would like to apply for an open position to make use of my recently gained skills as well as my ability to adapt and quickly learn new procedures.

Some of the range of skills and expertise I can bring to your company include but are not limited to:

- Standard hand and power tools
- Loading and unloading of materials from trucks
- General knowledge of plumbing and HV/AC
- Basic maintenance duties
- Cleaning work area, tools, and equipment

Through my experience in different construction trades and education from the MOKAN Apprentice Program, I have increased my knowledge of the many tools and equipment one may come across in this wide-ranging industry.

As a hardworking and diligent worker, I would like to the opportunity to use my education and skills to enhance my professional and personal career goals. If you have any questions I can be reached at 314-482-5147. I look forward to hearing from you in the near future to discuss how I can become an invaluable asset in your company.

Best Regards,

John Doe

Sam Thomas

1234 State Street

Cahokia, Illinois 62206

Cell: 618-444-4444 samthomas@gmail.com

Professional Summary

Construction Apprentice seeks full time position as Construction Laborer in order to enhance my abilities and utilize my newly gained skills. Fast learning with great problem-solving skills and a strong desire to excel within the construction industry.

Skills

- Blueprint and spec reading
- Detail-oriented
- Teamwork and collaboration
- Food safety and sanitation
- Responsible and dependable
- Experienced in food service.
- Fast learner

Education and Certifications

MOKAN-Construction Contractors Assistance Center (CCAC) Pre-Apprentice Program

Graduate, St. Louis, MO

July, 2017

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

Lakeland Community College, Matton, IL

May, 2013

Custodial Maintenance Certificate

Illinois Department of Education, Belleville, IL

June, 2012

General Education Degree

Work Experience

McDonalds Corporation, Belleville, IL

January, 2006-2007

Crew Member

- Received and fulfilled customer orders to restaurant standards
- Maintained a clean work environment and assisted in straightening and cleaning lobby area
- Effectively communicated with co-workers in order to adequately meet customer needs and requests

Sam Thomas

1234 State Street

Cahokia, Illinois 62206

Cell: 618-444-4444 samthomas@gmail.com

To Whom It May Concern:

I am A MOKAN Pre-Apprentice program graduate with hands on training. I would like to apply for an open position at your company as I have many of the most important talents needed for your General Laborer position. I believe the ideal candidate must have the ability to learn and adapt quickly as well as be able to multitask on a range of different tasks, both efficiently and effectively.

I am skilled with standard hand and power tools and have learned basic maintenance duties. Through my training program, I have participated in team/collaboration projects and made sure every level of the operation runs smoothly and safely. I will support and coordinate with my team members while learning and adapting to job site situations as needed.

I look forward to coming in for an interview to further discuss the General Laborer position. My contact information is 618-444-4444. I eagerly look forward to hearing from you soon to discuss my qualifications.

Sincerely,

Sam Thomas

Terry B. Jones

5425 Heeleen Ave. Saint Louis, MO 63136
Mobile: 314-777-7777 Email: terrybjones5@gmail.com

PROFESSIONAL SUMMARY

Experienced and dependable laborer committed to delivering quality results while working independently or within a team. Possess a passion for learning in order to demonstrate an ability to produce results that are above and beyond expectations.

CAREER OBJECTIVE

An energetic, ambitious, and self-motivated candidate seeking a position in construction that utilizes my previous education and work experience.

QUALIFICATIONS AND SKILLS

- Excellent interpersonal, verbal, and nonverbal communication skills
- Exceptionally self-motivated; works well independently or as part of a team
- Adaptive and fast learner with demonstrated initiative
- Able to quickly grasp and utilize new concepts
- Proven ability to lead and work well in a fast-paced, rigorous environment

EDUCATION

MOKAN-St. Louis Construction Contractors Assistance Center (CCAC)

Pre-Apprenticeship Program, Saint Louis, MO

May – Jul, 2017

- First Aid/CPR Certification
- AED Certification
- HAZWOPER 40 Certification
- OSHA 10 Certification

St. Louis Community College-Florissant Valley, Florissant, MO

Aug 2010 – Dec 2014

PROFESSIONAL EXPERIENCE

Miller Building Group, Saint Louis, MO

Aug 2016 – Present

Laborer

- Operated pavement breakers, jack hammers, earth tampers, concrete/mortar/plaster mixers
- Prepared sites to ensure maximum optimization of construction work procedures
- Cleaned debris, trash and hazardous materials from construction sites
- Participated in demolitions

General Electric Appliances , Louisville, KY <i>Manufacturing Production Worker</i>	Jul 2015 – Aug 2016
City Academy , Saint Louis, MO <i>Extended Day Coordinator/Educational Support</i>	May 2013 – Apr 2015
Radio-One , Saint Louis, MO <i>Programming, Production, Promotions, and Continuity Intern</i>	Jan 2011 – May 2013
U.S. Army Human Resources Command , Saint Louis, MO <i>Office Automation Tech</i>	Nov 2009 – Nov 2011
Smurfit-Stone Recycling Company , Saint Louis, MO <i>Waste Management Associate</i>	Oct 2008 – Jan 2009

Terry B. Jones

5425 Heeleen Ave. Saint Louis, MO 63136
Mobile: 314-777-7777 Email: terrybjones5@gmail.com

To Whom It May Concern:

I am seeking a position where my previous education and work experience will be utilized to enhance my professional and personal development. With prior experience in the construction field as a general laborer, along with newly gained skills from completion of the MOKAN-St. Louis CCAC Pre-Apprenticeship Program; I feel that I would be an invaluable asset in your company.

In keeping with your requirements, the huge array of skills and expertise I am able to bring to your company include but are not limited to:

- Prepared construction sites to optimize work procedures
- Assisted in setting up cranes, ladders, scaffolding, and safety tools
- Inspected sites, vehicles, and equipment for safety hazards
- Operated various construction equipment and tools
- Cleaned debris, trash, and hazardous materials from construction sites
- Current certifications in OSHA 10, First Aid, CPR and others

My experience in the construction industry has developed my knowledge of much of the equipment and materials involved in the construction process. The attached resume contains details of relevant qualifications and experience.

I'm a fast learner and quickly grasp new concepts. As a hard-working, self-motivated individual, I believe, if given the chance, I would become a beneficial member of your company. Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,

Terry B. Jones

Hank Williams

3930 Shepahard Avenue, 2nd Floor, St. Louis, MO 63111
Cell: 314-888-8888 Email: hank.williams37@gmail.com

Professional Summary

Construction Laborer with over eight years experience in carpentry for residential properties, seeking a position in the construction industry which will utilize my prior education and skills.

Certifications and Qualifications

- First Aid and Cardiopulmonary Resuscitation (CPR)
- HAZWOPER 40
- Occupational Safety and Health
- Administration (OSHA) 10
- AED
- Hand and Power Tool Manipulation
- Scaffolding Safety Training
- Goal Setting and Time Management Training
- Leadership Training
- Conflict Resolution Training

Education

MOKAN-Construction Contractors Assistance Center (CCAC) St. Louis, MO
Pre Apprenticeship Program Graduate July 2017

GED/State of Missouri

Experience

Tipton Correctional Facility

May 2015 - February 2017

Floor Tech

Maintained the floors by mopping, sweeping and buffing

Cantina Laredo

October 2014 – May 2015

Food prep/Dishwasher

Prepared food for customers, unloaded deliveries, stocked inventory and washed dishes.

Caleco's Bar and Grill, St. Louis, MO

September 2013 – October 2014

Food prep/ Dishwasher

Prepared food and maintained the dish area.

Robert F Winston Home Improvements

April 1994 – May 2002

Laborer

Taped and drywall, lawn maintenance and painting of residential properties

Hank Williams

3930 Shepahard Avenue, 2nd Floor, St. Louis, MO 63111

Cell: 314-888-8888 Email: hank.williams37@gmail.com

To Whom It May Concern,

As a participant in the MOKAN Pre-Apprenticeship program, I have been afforded the opportunity to enhance my leadership skills, while learning various construction skills and techniques. I believe I have one of the most important talents your company needs...the ability to adapt and learn quickly, which will also make me an excellent candidate for a laborer position at your company.

I am skilled with standard hand and power tools. When I take on an endeavor, I give one hundred and ten percent to ensure its successful completion. I believe my previous experience as a laborer and newly acquired skills from the MOKAN program make me an excellent candidate for a construction apprentice position with your firm. As a hardworking and responsible worker I will work with any team, or with little oversight as needed, to ensure the worksite tasks are completed in a safe and efficient manner.

I appreciate the opportunity to introduce myself to your organization and review how my qualifications can assist in the continued success of your company. I look forward to hearing from you in the near future.

Sincerely,

Hank Williams

Certifications

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

Qualifications and Training

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

