



Resume Guide

The goal of your resume is to convince an employer you're worth interviewing. In thirty seconds or less, most employers decide whether to consider applicants for employment. Tailor your resume to the specific position for which you're applying and present your most relevant skills, experience, and achievements. Your resume's content must be clear, compelling, and free of writing errors.

Consider Style and Format

- Your resume should be clean and in a user-friendly format
- Make information pop by experimenting with **bold** and *italic* typeface
- Use headings to organize information (e.g. "Education," "Certifications," and "Professional Experience")
- Bullet points help communicate job responsibilities in a concise manner
- List your positions in reverse chronological order
- Stick to the one-page limit

Enhance Your Content

- Use strong action verbs and dynamic language
- Reframe the bullet point to describe your accomplishment or the skills you gained rather than the task you performed
- For every job responsibility or task you list, ask yourself: "What was the result of this work? How did I make an impact?"
- Quantify your results by including specific numbers (e.g., 20 clients served)
- Put the most impressive item about each position at the top of the list

Take Your Resume to the Next Level

- Consider adding a profile or summary section to the top that offers a brief introduction
- If you've received honors or awards, you could create a dedicated section to spotlight those accolades
- Add functional skills (e.g., blueprint reading) to your "Skills" section
- Explore graphic resumes that use eye-popping colors and icons (make sure it's not too distracting)

Name

City/State (optional) • Email Address • Phone Number

EDUCATION

School Name, Location
Degree and field of study

Month and Year of Graduation

PROFESSIONAL EXPERIENCE

Title, **Organization Name**, Location

Dates of Employment (Month and Year)

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferrable skills
- See above
- See above

Title, **Organization Name**, Location

Dates of Employment (Month and Year)

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferrable skills
- See above
- See above

COMMUNITY SERVICE

Title, **Organization Name**, Location

Dates of Participation (Month and Year)

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferrable skills
- See above
- See above

Title, **Organization Name**, Location

Dates of Participation (Month and Year)

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferrable skills
- See above
- See above

SKILLS

Industry: List functional skills, computer programs, and other technical programs

Language: List language(s) and level(s) of proficiency

Alex Wu

Washington, DC • alexwu@gmail.com • (202) 555-1980

EDUCATION

YouthBuild Public Charter School, Washington, DC

June 2022

Home Builders Institute Pre-Apprenticeship Construction Training (HBI PACT)

SKILLS

Functional: Safety and First Aid, Construction Math, Tools and Construction Materials, and Carpentry

Language: Spanish – Limited Working Proficiency

WORK EXPERIENCE

Student Trainee, Local Housing Corporation, Washington, DC
Present

June 2021 -

- Work with materials such as wood, plastic, or drywall
- Utilize power hand tools and basic hand tools like levels, rules, and framing squares
- Estimate height, width, length, and other proportions
- Assist with temporary installations
- Communicate with supervisors and project managers on scope of work

Server, Corner Bistro, Washington, DC

June - December 2020

- Provided table service to 50+ customers and handled average of \$750 nightly
- Communicated effectively in English and Spanish with diverse group of customers and staff of 10

COMMUNITY SERVICE

Volunteer, Habitat for Humanity, Orlando, FL

July 2021

- Created stone pathways and installed sheet rock for a new condo community
- Organized the Habitat for Humanity ReStore and assisted donors dropping off new and used goods for resale

Sam Diaz

Oakland, CA • sam.diaz.hvac@gmail.com • (529) 597-1976

HVAC/R Technician

Skilled and safety conscious technician with experience assisting large volumes of work orders for commercial and residential properties.

Areas of Expertise

- Equipment Installation
- Blueprint Interpretation
- Troubleshooting & Diagnostics
- Electrical & Mechanical Repairs
- Preventive Maintenance

EDUCATION & CERTIFICATES

Oakland Community College, Oakland, CA
Associate of Applied Science in Electromechanical Technology

2021

Green HVAC/R Certified

EPA Certified

PROFESSIONAL EXPERIENCE

Facilities Maintenance Assistant, **Downtown Properties, Inc.**, San Francisco, CA June 2021 - Present

- Serve as member of team maintaining and repairing HVAC, plumbing, and electrical systems.
- Collaborate with licensed contractors on installation and repair services for complex building maintenance projects.
- Recognized for efficiency in troubleshooting, diagnosing, repairing, and performing preventative maintenance on building and facility HVAC systems.

Recreation Assistant, **Oakland Parks and Recreation**, Oakland, CA

May – August 2020

- Coordinated daily operations at three facilities, including serving 200+ guests at check-in desks.
- Handled financial transactions for guests buying or renewing memberships and guest passes.

Ben Jones

Washington, DC • Benjones2@gmail.com • (202) 555-1980

SUMMARY OF QUALIFICATIONS

Highly skilled plumber with experience in both industrial and commercial plumbing. Demonstrated track record troubleshooting complex plumbing systems, estimating and controlling project costs, and ensuring compliance with all trade practices and plumbing codes.

EDUCATION & LICENSE

Apex Technical School, Silver Spring, MD
Plumbing

May 2019

Journeyman License #8823473, Maryland Division of Plumbing

PROFESSIONAL EXPERIENCE

Plumber/Sales Assistant, **Plumbing Supplies Ltd.**, Washington, DC

June 2020 - Present

- Assemble, install and repair pipes, fittings, and fixtures of heating, water, and drainage systems.
- Install and repair plumbing fixtures such as sinks, bathtubs, water heaters, hot water tanks, garbage disposal units, and dishwashers.
- Work effectively with the construction department to plan plumbing necessities for new buildings, including studying blueprints and developing logical plans for installation.
- Assisted with training of 5 plumber apprentices.

Plumbing Assistant/Apprentice, **ABC Plumbing**, District Heights, MD

June 2019 – May 2020

- Repaired basic home plumbing issues such as clogs and leaks.
- Assisted plumber with piping, sewage, and installation of new home appliances.
- Earned NCCER Certification and advanced Certification in Plumbing Design.

COMMUNITY SERVICE

Coach, **Youth Sports Organization**, Silver Spring, MD

May – August 2021

- Instructed 20 middle school students on two baseball teams and led practice sessions three times per week.

SKILLS

- Knowledge of Water Supply Systems
- Diagnostics and Repair
- Pipe Fitting
- Safety and Sanitation