

RESUME GUIDE

Jane B. Doe ←

Welder/Fabricator

Contact

55 Kaysville Ave.
 Layton, UT, 84040
 ProfessionalEmail@Career.com

Education

Davis Technical College
 Certificate in Welding, 2023
*National Technical
 Honors Society Inductee, 2022*

Key Skills

Flux Cored Arc Welding
 Gas Metal Arc Welding
 Gas Tungsten Arc Welding
 Shielded Metal Arc Welding
 Thermal Cutting Processes
 Able to stand, sit bend, squat
 Good visualization
 Computer literate
 Detail-oriented
 Problem-solving

Professional Summary

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Dedicated and skilled metal fabricator with expertise in print reading and welding symbols. A recent Davis Technical College graduation, known for consistently delivering high-quality results while demonstrating exceptional problem-solving abilities. Committed to achieving excellence, I have earned recognition from multiple employers for my unwavering dedication to the company's success. Proficient in diverse welding processes and experienced in working with various material types, including Mild Steel, Stainless Steel, and Aluminum.

Work Experience

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1/2022-Current

Welder, A to Z Welding – Layton, UT

- Weld stainless steel tubing, brackets, and assemblies, TIG welding and MIG welding
- Operate band saws, cutting torches, and tube cutters
- Receive projects via phone and email. Deliver quality work within deadlines and with 100% customer satisfaction
- Execute projects 15% more efficiently than coworkers without sacrificing integrity and aesthetics of welds

6/2018-10-2022

Customer Service Representative, A+ Hotels – Roy, UT

- Communicated with customers via phone, email, and chat to answer questions and resolve issues
- Guided guests through website, earning a 96% customer satisfaction rate
- Trained new hires in hotel front desk and reservation policies.

Identification

Make your name prominent using caps, bold, or larger font. Ensure your email address is professional.

Professional Summary

Briefly summarize what make you qualified for the position. Be clear about your experience, skills, and abilities.

Education

List your education in reverse chronological order. Include academic accomplishments and awards.

Work Experience

List positions in reverse chronological order. Include job title, company, location and employment dates. Use strong action verbs to outline major accomplishments in a bulleted list.

Key Skills

Tailor your skills to the specific job you are applying for. Consider including interpersonal skills, computer related abilities, technical expertise, and foreign languages.

Optional Section Titles

- Licenses & Certifications
- Military Experience
- Awards & Achievements
- Professional Associations

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CONTENT AND FORMATTING CHECKLIST

- ☐ One page preferred
- ☐ Use professional font: Arial, Calibri, Garamond
- ☐ Use a readable font size: 10pt & up
- ☐ Use concise phrases rather than sentences
- ☐ Tailor your resume to the needs of the employer
- ☐ Maintain consistent verb tense
- ☐ Use data to show your value: include lengths of time, scores, and/or percentages
- ☐ Avoid uncommon acronyms – spell it out
- ☐ Have multiple people proofread your resume
- ☐ Covert file to PDF

**Needs assistance
with your resume?**

Schedule an appointment with
career placement services

