

# First and Last Name

Street Address | City, State Zip | Phone # | Email Address

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## Objective

To obtain a position as an Airframe and Powerplant Mechanic that has advancement opportunities where I can utilize my education, experience and skills.

## Professional Skills

***(DELETE OUT WHAT DOES NOT FIT OR YOU!)***

- Technical reading / writing
- Mechanically inclined
- Proficient in Microsoft Office
- Dependable and reliable
- Follows instructions
- Able to multitask
- Determined / capable
- Good with hands
- Excellent communication skills
- Adaptable to work environment
- Highly motivated
- Attention to detail
- Problem solver / Critical thinking
- Team player
- Customer relations
- Professional ethics
- Willingness to learn
- Can lift over 30lbs

## Education

**A.O.S Airframe and Powerplant Maintenance, Mo/Year – Mo/Year**

Spartan College, Broomfield, CO

- ✓ Your GPA
- ✓ FAA Airframe and Powerplant Maintenance Certificate (Pending graduation)
- ✓ Attendance (Perfect/Outstanding?)
- ✓ Extra-Curricular Activities (Student Council, Veterans Organization,)
- ✓ 50/50 hands-on/classroom training:

## Employment

Company Name, City, State; Month/Year - Present

***(Start with the most recent job)***

**Position title**

List Duties/Job

### ***Employment Example***

**Wire Technician, 07/2009 - Present**

Air Harness, Broomfield, CO

- Built wire harnesses according to schematics and assembled cables for electronic aircraft
- Supervised 5 employees in proper wiring procedures using wire diagrams
- Ability to solder in accordance with customer specifications

## Volunteer Work / Under the Table Jobs

***(If Applicable)***

Month/Year – Month/Year

Organization, City, State

- Description of Tasks

## Military Experience

***(If Applicable)***

**Position title, Month/ Year- Month/ Year**

Rank, Military Branch, Last Duty Station

- Honorably Discharged?
- Held Secret Clearance?
- List of duties