

Sample Student Resumes

Name
Address
Phone

OBJECTIVE

A challenging opportunity to use my recent education as a Collision Repair Technician in a progressive, customer-oriented repair facility.

EDUCATION

Will complete final term of Collision Repair Technology Program at (Name Of School) in (Date).

Have demonstrated competency (ability to perform without supervision) in the following job tasks:

- Unibody analysis
- Metal finishing
- Plastic repair
- MIG welding (I-CAR certified)
- Parts replacement
- Panel replacement
- Glass replacement
- Painting and refinishing

QUALIFICATIONS

- Have a complete set of tools and willingness to invest in additional tools and equipment as necessary.
- Recognized for professionalism, excellent manual dexterity and attention to detail.
- Enjoy doing a job well and taking the extra care necessary to ensure customer satisfaction.

RELATED

EXPERIENCE

Worked part-time as a technician at ABC Autobody in (City, State) from (date) to present.

Sample Student Resumes (cont')

Name
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EDUCATION

Portland Community College, Portland, Oregon.
Collision Repair, 2 year certificate awarded (Date).

Mount Hood Community College, Gresham, Oregon
General Studies. (Date–Date).

Parkrose High School, Portland, Oregon.
General Studies. Graduated (Date)

SKILLS & ABILITIES

Have demonstrated competency (ability to perform without supervision) in the following job tasks:

- Unibody analysis
- Metal finishing
- MIG welding (I-CAR certified)
- Parts replacement
- Glass replacement
- Determine proper sandpaper grit for various phases of refinishing

EXPERIENCE

Restored and refinished a Chevelle SS; won “best of show” in stock category at “World of Wheels.”

Funded own education by working part-time as a warehouse assistant for ABC Corp. from (Date) to present.

REFERENCES

Please see attached.

Sample Student Resumes (cont'd)

Name
Address
Telephone

Job Objective: To use demonstrated abilities and experience in collision repair refinishing in a position and repair facility that will foster growth and a long-term career in the Industry.

Education: Associate of Arts Degree in Collision Repair and Refinishing from (Name Of School) in (City, State) will be awarded in (Date).

Course work required competency (ability to perform without supervision) in the following job tasks:

- Metal finishing
- Plastic repair
- Damage analysis
- MIG welding
- Fiberglass repair
- Surface preparation
- Refinishing

Work History: John Doe BMW (Dealership)
(City, State)

Duties included:

- Logged in new vehicles, checking for damage
- Detailed new and used vehicles
- Buffed, pin-striped and applied paint protection
- Supervised two employees

(Date–Date)

ABC Autobody
(City, State)

Duties included:

- Surface preparation
- Masking
- Metal conditioning
- Paint mixing
- Applying primer and top coats
- Rubbing and polishing

(Date–Date)

References: Available upon request.