

Answer your phone in a professional manner, and use a professional voicemail message.
If it is not a good time to talk, schedule a time to connect by phone.

Your name should be slightly larger than the rest of the text. Try size 18 or 20.

Place your name, address, phone # and email at the top

Use a professional email address

Michael Jefferson
3222 Flower Ave, Prince George, BC
Cell: 250-123-4567
Email: mjefferson@hotmail.com

Objective

To obtain a full time position as a Millwright where I can utilize my knowledge and skills and help contribute to the efficient operations of the company.

An objective states what job you are looking for. State this in a way that shows the employer what you can do for them.

State education most relevant to the job near the top

Education

Red Seal Inter-Provincial Millwright Certification	2009
Journeyman – Industrial Mechanic/Millwright	2005
DP Todd Secondary Diploma Graduate	2004

Experience

Millwright **March 2008 – Present**
Potash Corporation of Saskatchewan (Saskatoon, SK)
World's largest fertilizer company and leading potash producer

- Read blueprints and schematic drawings to determine work procedures
- Dismantle and overhaul machinery and equipment
- Use the following techniques and tools:
 - Precision tools, such as calipers, micrometers, dial indicators, levels, gauge blocks, and optical and laser alignment tooling
 - Hand tools, pneumatic tools, measuring tools both metric and standard, temperature gages, and heat guns
 - Welding MIG and stick in industrial settings
 - CNC and lathe machining
- Install, repair and maintain equipment such as:
 - Crusher equipment
 - Conveyer belt and production line repair and replacement
 - Installation and maintenance of motors and pumps in various sizes up to 20 tons in weight
 - Motor and gearbox replacement and alignment
 - Cable changes on large overhead cranes
 - Move, assemble and install machinery and equipment such as shafting, precision bearings, gear boxes, motors, and mechanical clutches
 - Commission automation equipment and other machinery using rigging, welding, machining and other trade required procedures.
- Troubleshooting equipment to reduce industrial down time and work with other trades persons to determine causes and recommend solution routes.

List your most recent work experience at the top.
State your job title, the company, & dates you were employed.
List your primary job duties, equipment worked on, techniques utilized, specialized tools and accomplishments.
Consider the job you are applying for – what sort of experience would they be interested in hearing about?

**Millwright
2008**

June 2005 – February

Tembec (Chetwynd, BC)
Pulp Mill

- Responsible for preventative maintenance within Water Treatment Plant
- Maintenance of equipment in the Pulp Mill, Steam Plant, Wood Room, and Recovery Boiler
- Troubleshoot and repair equipment quickly in a high production, fast-paced environment
- Set up and prepare equipment for daily use
- Follow safe operating procedures of; Loaders, Forklift, Bobcat, Manlift, and Zoom-Booms.

List any certificates, licensing, & training. If the position requires specific training, you can list that closer at the top utilizing a “highlight of qualifications” section.

Professional Development

Emergency First Aid and CPR Level C – 2011
 WHMIS – 2006
 Confined Space Training – 2007
 Overhead Crane Training
 Fall arrest/Restraint Course

Interests

Skiing and Fishing

Including interests is up to you. If you are applying to a position that requires relocation, you can list interests that are relevant to the community.

References

Jim Smith
 Maintenance Supervisor – Tembec
 250-987-6543

If you have references that you are able to list on your resume they can be listed at the end of your resume, or you can write “available upon request.”

Sarah Waters
 Maintenance Supervisor – Tembec
 250-123-1993

Use a simple font such as Arial or Times New Roman in font size 12. Use **colour**, *italics* and **bold** sparingly. Consider that the reader will likely be reading your resume on a computer [screen](#). If the resume is printed it will likely be in black and white.

Try to fit your resume into 2 pages. Be concise and include relevant information that emphasizes your strengths and highlights your ability to the job.

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