

Use a professional voicemail on your answering machine. Answer your phone in a professional manner. If it is a not a good time to talk, schedule a time to talk.

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

Clark Kent

Put your name, address, phone # and email at the top.

Stating an objective at the top lets the person reading your resume know exactly what job you are applying for.

123 Lois Lane, Smallville, Kansas 1A2 B3C
Cell: 123-456-7890
Email: ckent_hdm@gmail.com

Use a professional email address.

Objective:

Heavy Duty Mechanic applying for full time permanent work where my extensive John Deere experience will contribute to increased customer satisfaction and prompt service.

Look at this from the employer's perspective – why should they consider you for the position? What can you do for them?

Education:

- Red Seal Heavy Duty Mechanic, Certificate #1234567, 2005
- Heavy Duty Mechanic Apprentice Program, NAIT, 2001-2004
- Smallville Secondary School Diploma Graduate

State education most relevant to the job near the top to show you have the proper qualifications.

Experience:

Heavy Duty Mechanic - Calgary, Alberta

August 2001- Present

Martin Deere Line – *This company provides sales, service & parts for John Deere tractors, lawn mowers, construction & agricultural equipment.*

Primary Job Duties:

- Maintenance, troubleshooting and repair of diesel engines and related components:
 - o Use a laptop to access engine or system codes and run diagnostics.
 - o Remove and replace major engine components such as, engine blocks, crankshafts, piston and rods, cylinder heads and other related components.
 - o Adjust engine valves at specific intervals to maintain peak performance.
 - o Used a dynamometer to check engine repairs i.e. Water pumps, head gaskets, major overhaul.
 - o Complete preventative maintenance programs on diesel engines.
- Troubleshoot and repair fuel systems:
 - o Use a laptop to diagnose electronically controlled fuel systems such as unit injectors and high pressure common rail.
 - o Replace injection pumps, injectors, transfer pumps, and lines.
- Troubleshoot and repair Electrical and starting systems:
 - o Use a laptop to check codes and areas of trouble.
 - o Use multi meters, check resistance, relays, and fuses.
 - o Check alternators, batteries, and starters.
- Troubleshoot and repair hydraulic systems:

List your past work experience from most recent to least. State your job title, the company and dates you were employed. Explain your primary job duties including relevant equipment that you have worked on.

- Relieve pressure using pressure gauges, flow meter testing and pumps.
- Repair hydraulic components such as pumps, valves and cylinders.
- Troubleshoot and repair diesel engine cooling systems:
 - Radiator, water pump, head gasket replacement, and coolant changes.
- Troubleshoot and repair of brake systems:
 - Complete machine service, lubrication and maintenance.
 - Repair and service gasoline engines.
 - Assemble and complete Pre-delivery Inspections (PDI) of new equipment and attachments.
 - Load and unload new and used machinery and equipment.
 - Use computer systems to obtain parts, service and repair information i.e. PartsPro, Service Advisor and Pathways.

➤ **Other Certificates, Licensing and Training:**

Occupational First Aid Level 1 (Valid to 2016)	Applied Failure Analysis, 2010
300 Series Excavator, 2008	Construction Safety Training System (CSTS)
Electrical sensor testing, 2009	Forklift Ticket, 2005
D10T Track Type Tractor, 2009	Defensive Driver Training, 2009
John Deere, Advanced Hydraulics & Hydrostatics Training	Class 5 drivers license with Air
John Deere, Engine – Diesel Engine Basics training	WHIMIS

Interests:

Fly fishing and skiing.

Including interests is up to you, if you are applying for a job that requires relocation and the community has something you are interested in, show it. It shows a commitment to the employer that you are willing to integrate yourself into the community.

References:

Available upon request.

Certifications not required for the job can be listed lower down on your resume. Use your judgement, if a certification is listed as a requirement or an asset in the job you are applying for, you could put it closer to the top with education.

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Use a simple font such as Arial or Times New Roman. Use *italics* and **bold** sparingly. Consider that the reader will likely be reading your resume on a computer screen.

Try to fit your resume into 2 pages. Be concise and include information relevant to the position you are applying for.