**RESUME COVER SHEET**

**Please upload this sheet to the front of your resume, clearly print your contestant number in the space provided below.**

# W E S T V I R G I N I A

**Contestant # 101**

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| --- |
| **YOUR FIRST AND LAST NAME** |
| Street AddressCity, State and Zip Code |
|  Phone 304-123-4567 |
| Email Address |
| **OBJECTIVE** | To obtain an entry-level position as an Automotive Technician in a progressive auto repair facility, diagnosing and repairing engine problems while providing exceptional customer service  |
| **EDUCATION** | **Roane-Jackson Technical Center** Leroy, WV August 2019 – Present* Obtaining (Your Program Name) Certification
* SkillsUSA Member
* Simulated Workplace Safety Foreman *(replace or remove this line if not applicable)*

**Your High School** School location, WV August 2017 – Present* Obtaining High School Diploma
* 2.5 GPA Include your *cumulative* GPA, if you choose to share it. If not, delete this line.
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| **EXPERIENCE** | **Roane-Jackson Technical Center** Leroy, WV August 2019 – Present*Automotive Technology* * Basic vehicle maintenance
* Safety inspections
* Alignments
* Tire repair, mounting and balancing
* Engine performance diagnostics
* Steering and suspension inspection and repair

General Labor City/area where you’ve worked**,** WV February 2016 – Present *Farmhand/Odd Jobs** Mow lawns and trim fence lines
* Help put up hay
* Feed and help maintain livestock
* Assist with small building construction
* Cut firewood
* Install metal roofing
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| **ACHIEVEMENTS** |  List your awards, honors, team/club memberships, offices held, certifications, conferences/camps attended, competitions, community service activities, etc.* RJTC Student of the Month
* OSHA-10 Certified
* First Aid and CPR Certified
* Participate daily in Simulated Workplace
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