**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**

|  |  |
| --- | --- |
| **YOUR FIRST AND LAST NAME** | |
| Street Address  City, 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. |
| **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 |
| **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 |