

Sample of a Functional Resumé

Trevor Joe

#1616 - 434 Johnstone Avenue

Prince George, BC V0T 2T3

Phone: (250) 505-5555

Messages: (250) 505-2222

SKILLS AND ABILITIES

Mechanical (diesel) Westfail Timber Company, Prince George, BC

1990-1999 Responsible for fleets of up to 40 pieces of heavy equipment (skidders, tractor trailers, generator engines and mobile cranes); in charge of parts purchasing; in charge of repairing engines, transmissions and hydraulic equipment; delivery of parts to work sites and on-site repairs. In these positions I had to be adaptable, organized and work well with others.

Apprentice Mechanic Coast Tractor Supply, Prince Rupert, BC

1987-1990 Under direction of the foreman and three journeymen, responsible for normal maintenance of heavy equipment, rolling stock, engines and other equipment; in charge of shop maintenance, parts ordering and delivery; backup driver of a diesel fuel supply truck on construction sites; assistant to chief mechanic (changing engines, reconditioning transmissions and tuning up reconditioned diesel generators). I had to plan and make decisions with four co-workers. I worked independently and as part of the team.

Truck Driver Advance Construction Limited, Prince Rupert, BC

1983-1987 Driver of heavy double-axle truck on highway construction sites; occasional driver of tank truck and operator of other road building equipment. I had to be a quick learner since this job required a driver capable of operating several types of equipment.

EDUCATION

1991 Advanced Diesel Mechanics Certificate, Caribou College, Kamloops

1987-1990 Journeyman Diesel Mechanic Certificate, Caribou College, Kamloops

1978-1982 Secondary School Certificate (automobile mechanics option)

REFERENCES Available upon request.