**Your Name**

**Phone Number |** **Email Address**

LinkedIn/Portfolio URL: www.placethelinktoyourprofilehere

**SUMMARY or OBJECTIVE** (Optional)

*To create your summary -- a brief section at the top of the resume -- identify what skills are required for the jobs you're applying for. Once you've identified the three or four most relevant, describe your accomplishments or skills in those areas.*

***Example of summary*:** Diligent Automotive Technician proficient in problem solving complex auto repair issues while consistently delivering quality service. Extensive hands-on experience in engine repairs and replacement. Certified in brakes, front steering, and suspension.

**EDUCATION**

**Houston Community College** Anticipated Graduation: **08/2020**

Degree: Associate of Applied Science

* Major: Automotive Technology
* GPA: 4.0

**TECHNICAL SKILLS**

* *Conduct free keyboard test online:* Type 75 WPM
* *Add any knowledge of software related to your field here***:** Proficient in QuickBooks
* *Add any knowledge of procedures related to your field here:* Proficient in changing brakes and oil changes
* *If you speak another language(s) then add it here***:** Fluent in Spanish – conversational and writing

**PROFESSIONAL EXPERIENCE**

**Exxon**  **08/2017 – Present**

*Administrative Assistant*

* Start all of your sentences with an action verb: **Example;** Assist, Perform, Collaborate, Maintain, etc…
* Do not use **I** or **my** or other objective pronouns on your resume.
* All job descriptions on a resume should have 3-5 bulleted sentences.
* Be sure to add successes you achieved in your positon. Don’t be afraid to brag about yourself!

**Discount Tire 08/2017 – Present**

*Store Associate*

* We suggest that you only add the most relevant internship, co-op or job on your resume.
* The resume should be on one page if you have less than five years of relevant experience.
* Please be sure to check for spelling and grammatical errors. Employers take less than 10 seconds to review your resume!

**Memorial Hospital – Medical Center 9/2017 – Present**

*Patient Care Technician*

* Job description.
* Please visit a Center for Career & Job PlacementServices near you to speak with a Career Services Professional regarding this resume and your career path. Invest the time now as it will pay off many years in the future!
* Invest quality time on your resume as this will be the document you will be using throughout your life to apply for jobs!

**VOLUNTEER EXPERIENCE**

**Ben Taub Hospital**  **1/2015 – Present**

*Volunteer*

* Please add exactly what you did as a volunteer in 2- 3 bulleted sentences. Start the sentence with an action verb.

**AWARDS & ACTIVITIES**

* Vice President of Automotive Honors Society **09/2017 – Present**
* Member of the National Honors Society  **1/2018 – Present**