

Augusta Technical College Career Services Sample Résumé—Industrial

Heading

Tells the employers where they can reach you. Make sure the message on your answering machine or voicemail (and your email address) are appropriate.

Job Objective

If you don't choose an objective, the employers probably won't know which job you are applying for. Be specific and leave out the fluff.

Education

List all **relevant** education. List your specific program and any honors.

Experience

List jobs starting from your most recent work experience. Be sure to list most impressive duties first to get the reader's attention. Each experience should start with an action verb.

References

If you're running low on space, the reference statement can be omitted.

Tips: Be sure to emphasize your skills, aim for a one page résumé, and do not describe your duties in long paragraphs.

Questions? Contact Career Services

1300 Building
706-771-4017
706-771-4146

www.augustatech.edu/careers/students

Ineed Worke

1134 Success Avenue
Augusta, GA 30906
(706) 793-1234
cworke@hotmail.com

Job Objective

Seeking a position as a Welder where I can utilize my skills and education in the welding field.

Education

Welding and Joining Technology Diploma Augusta Technical College, Augusta, GA

Graduated: June 2007

GPA: 3.68

Skills

- Blueprint Reading
- Industrial Safety
- Gas Metal Arc Welding
- Gas Tungsten Arc Welding
- Flux Core Arc Welding
- Shield Metal Arc Welding
- Oxyfuel Cutting

Work History

Papa's Pizza, Augusta, GA

May 2003—July 2006

Prep-cook

- Maintained a safe work environment.
- Prepared food items to be cooked.
- Utilized proper safety and sanitation guidelines.

Augusta Staffing Temp Services, Augusta GA

November 2001—June 2002

Temp Employee

- Worked on assembly line packing and stacking boxes.
- Met daily production requirements and ensured accuracy of shipment.
- Followed all safety procedures.

References Available Upon Request