**YOUR NAME**

City, ST | your.email@students.westerntc.edu | (555) 555-5555

**EDUCATION**

**Program Name, Associate Degree/Technical Diploma/Certificate/Other**

Western Technical College, La Crosse, WI Expected Graduation: Month Year

* Include here any achievements from your program (GPA if over 3.0, President’s List, etc.)
* List most recent degree first. High school information does not need to be listed.

*Related Coursework:*

* Can Include…
* Relevant Courses
* Skills/Concepts Learned
* Achievements/Projects

**SUMMARY OF SKILLS**

* Write about skills you have that the employer is looking for in the job description
* Don’t just list skills you have—describe how you’ve used them in your work or classes
* Consider adding information about your experience with specific equipment
* Include relevant software if used in your field (i.e., CAD, BAS, GIS, Microsoft Office, etc.)
* Spotlight relevant “essential skills” (communication, problem-solving, teamwork, etc.)
* Begin bullet points with a strong action verb, list experience and highlight strengths

**RELATED EXPERIENCE**

**Internship/Job Title,** Company Name, City, ST Month 20XX-Month 20XX

* Emphasize what you learned (i.e., safety practices, diagnostic procedures, maintenance tasks)
* Share the types of systems/equipment/vehicles that were evaluated, repaired, and/or replaced
* Utilize details about tools, equipment, documentation/reporting, protocols, etc.

**Job Title**, Company Name, City, ST Month 20XX-Present

* In the “Related Work Experience” section, include jobs relevant to the job you’re applying for
* For jobs that are not closely related, list those below in “Other Work History”
* In “Other Work History”, just list the jobs, don’t expand on job duties with bullet points

**OTHER WORK HISTORY**

**Job Title**, Company Name, City, ST Month 20XX-Month 20XX

**Job Title**, Company Name, City, ST Month 20XX-Month 20XX

**CERTIFICATIONS**

**Certificate Name,** Organization Name, State Month Year

*\*(Some categories are optional or can be changed to fit the relevant information you want to highlight.)*

*\*(We strongly recommend a one-page resume unless you have lots of relevant experience in your field.)*