

SkillsUSA New Hampshire

Please consult the sample below for résumé format. Résumé requirements for the EMPLOYMENT APPLICATION PROCESS contest can also follow the sample shown below. Résumé requirements for the JOB INTERVIEW contest are different, please consult the specific Scope of Contest for résumé requirements.

Joe Student

123 Main Street • West Anytown, MA 01234

Home (508) 123-4567 • Cell (774) 123-4567 • JStudent@gmail.com

Career Objective: To work within the field of Marine Service Technology, so I may be able to contribute in a professional manner.

Education & Training: Currently attending Anytown Regional Technical High School • Anytown, MA September 2014 - Present
Marine Service Technology student for four full years
Focused on all aspects of the industry within shop and theory classes using a hands-on approach to learn

Work Experience: Co-operative Education at Ocean Marine • Beachside, MA September 2015 - Present
Responsible for installing electronic equipment on new and used boats
Troubleshoot and repair problems within electronic and digital equipment on boats
Service and repair boat engines, including inboard, outboard as well as back-up engines
Troubleshoot and repair problems within engine and electrical systems on boats
Focused on customer service needs and customer satisfaction

Internship at Seaward Boatyard • Watertown, MA May & June 2015
Responsible for launching boats for the summer season
Serviced and prepared boats for launch, based on customer needs and launch schedule

Other Experience: Baseball Player Various Years
Anytown Middle School • Watertown, MA 2013
Anytown High School, Junior Varsity Team • Watertown, MA 2014 & 2015
Senior Babe Ruth Team • Watertown, MA 2015 - 2016
Anytown High School, Varsity Team • Watertown, MA 2016 & 2018

Professional Member: National Honor Society member September 2016 - Present
Created Community Service project for members to work on
Attended Leadership Training program offered through the Anytown Sheriff's Department
Sold Yankee Candle items for the Honor Society Fundraiser

SkillsUSA member September 2014 - Present
Participated in Fall State Leadership Conference during my junior year
Competed in Marine Service Technology Competitions at both the District and State levels as a junior
Competed in Marine Service Technology Competition at the District level senior year

Marine Service Technology Advisory Committee member, student representative September 2015 - Present
Discussions include various technical framework updates and assessment standards for the Certificate of Occupational Proficiency
Organized classmates each year to represent our shop during our Open House Event

Accomplishments: MVP Award for Baseball, from Anytown Middle School June 2013
SkillsUSA silver medallion for Marine Service Technology District competition March 2016
SkillsUSA bronze medal for Marine Service Technology State competition May 2016
MVP Award for Varsity Baseball, from Anytown Regional Technical High School June 2017

References: Kevin Smith, Anytown High School, Marine Service Technology Instructor (508) 123-4567 ext. 321
Lisa Jones, Anytown High School, English Instructor (508) 123-4567 ext. 123
Joe Handy, Service Manager, Ocean Marine (508) 987-6543