

Put your name, address, phone # and email at the top.

Your name should be slightly larger than the rest of the text.

John Doe

35 McNeil Road, Sunny View • British Columbia Z4Z 2Z2, Canada
250-123-4567 johndoeLM@gmail.com

If possible, use a professional looking email address.

Objectives and Skills

Try to use only one phone # and use a professional voicemail on your answering machine.

I am a highly motivated and enthusiastic Journeyman Power Line Technician. I have a solid background in distribution maintenance and construction. My strengths include excellent communication, as well as the ability to work in groups of all sizes. I am an honest, reliable, and trustworthy individual.

Education

Municipal Electrical Association

Ontario Hydro School - 2002-2006

Completed Lineman Apprentice Program

Canadian Forces School - 1997-1998

Completed QL3 Lineman Military Apprentice Program

Ontario Collegiate Vocational Institute - 1994-1999

Ontario Secondary School Diploma Graduate

Use a simple font such as Arial or Times New Roman and a size 12 font. Use italics and bold sparingly. Consider that the reader will likely be reading your resume on a computer screen.

Experience

BC Hydro -- 2004-Present

Interprovincial Power Line Technician

- Responsible for all aspects of construction and repair of distribution system for both overhead and underground lines
- Regular on call duties, as well as covering shifts to relieve co-workers
- Responsible for storm clean up and emergency customer service calls
- Inspected and tested overhead and underground power lines and auxiliary equipment
- Install and maintain street lighting systems

Ontario Hydro -- 2002-2004

Journeyman Power Line Technician

- Member of load break maintenance crew performing live line repairs and maintenance
- Rotated crews every 4 months to stay proficient at all types of distribution line work and equipment

- Primary voltage of 13,800
- Took responsibility for all aspects of construction and repair of distribution system, both overhead and underground lines
- Regular on call duties, as well as covering shifts to relieve co-workers
- Took part in storm restoration in Northern Ontario in summer of 2006 with Ontario Hydro

Canadian Forces -- 1995-2001

Lineman

- Installed and maintained telephone and radio systems
- Followed precise and important instructions
- Safely worked with hazardous materials

Tailor each resume to the company you are applying to. Include all relevant volunteer experience that relates to the company

Certificates and Training

- Interprovincial Certification - Power Line Technician 2006
- Journeyman Power Line Technician- Electric Power Authority of Ontario
- Standard First Aid
- Utility work protection code
- Propane handling
- Transportation of dangerous goods
- Commercial Drivers License AZ with Airbrakes

Interests

- Football
- Mountain biking
- Skiing

We suggest including personal interests such as sports, baking, dog walking, or travelling in order to allow the reader to relate to you. Steer clear of political, religious, and extremely personal details.

References:

Available upon request

Try to fit your resume into 2 pages. This simplifies reading it and makes it more current and relevant to the position you are applying to.

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