

SAMPLE STUDENT

Palatine, IL 60067

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HVAC TECHNICIAN

Service-oriented with strong educational background in HVAC and the ability to diagnose, maintain and repair heating and cooling systems. Possess Universal EPA certification and valid driver's license. Exceptional communication, organization, and problem-solving skills. Work well independently or in a team to complete projects accurately and in a timely manner.

EDUCATION

Harper College, Palatine, IL

Heating Service Certificate

Anticipated May 20xx

Refrigeration Service Certificate

May 20xx

Residential Comfort Systems Certificate

December 20xx

Residential Heating, Air Conditioning and Refrigeration Service Certificate

May 20xx

CERTIFICATIONS

Refrigerant Handling Certification - Universal (EPA)

May 20xx

RELEVANT COURSEWORK

Pneumatic Controls Systems

Heating and Cooling Controls

Heating Principles

Refrigeration Fundamentals/Systems

Residential Comfort Systems

Commercial Heating Systems

Commercial Air Conditioning Systems

AC & DC Motors

Domestic Refrigeration Appliances

WORK EXPERIENCE

Gat's Heating and Air Conditioning, Schaumburg, IL

August 20xx to Present

Clerical Assistant

- Answer phones, schedule service calls, and make reminder phone calls to customers
- Send out invoices, open mail, and make daily banking deposits
- Perform monthly inventory of parts and report to manager items needed to be restocked
- Follow up with customers to ensure work was completed to customers' satisfaction
- Keep showroom and storeroom organized and clean

Portillo's, Schaumburg, IL

September 20xx to July 20xx

Crew Member

- Took orders from customers, assembled food items from line for each order, and checked food orders for accuracy before handing to customers
- Swept floor, cleaned tables, refilled napkin, and silverware containers throughout the day and before restaurant closing
- Filled in on food preparation line when needed
- Communicated clearly with coworkers and management

VOLUNTEER WORK

The Anti-Cruelty Society, Chicago, IL

November 20xx to Present

Inside Volunteer

- Work side-by-side with staff to help with the daily care, training, and placement of adoptable animals
- Groom dogs and cats, assist in socialization of animals, and answer adopter's questions