

Automotive Technology/Mechanic

Michigan Pathway: Engineering, Manufacturing & Industrial Technology

Sample Objectives:

Entry-level Automotive Mechanic, Technician, Automotive Service Technician, Oil Change Specialist, Automotive Brake Specialist, Auto Sales, Auto Restoration, Insurance Appraiser.

Ideas for Qualifications Summary

- Knowledge of Basic brake removal and replacement.
- Holds a valid state driver's license.
- Experience using the following tools: *(list tools related to auto mechanics)* brake lathe, tire machine, torches, MIG, TIG and arc welders, etc.
- Familiar with work safety rules and procedures.
- Maintains clean and safe work environment, follows OSHA and Right to Know regulations.
- Complies with federal, state and local regulations concerning hazardous waste disposal and storage.
- Knowledge of Metric /Standard conversions

Ideas for listing Skills and Knowledge

- Able to perform entire engine tune-up and repair.
- Experience changing fluids on all domestic and foreign models of cars and trucks.
- Able to balance, identify leaks, change and align tires.
- Basic knowledge of Oxy-Acetylene Torch Welding.
- Able to replace CV joint boots, manual transmissions, brakes and bearings.
- Proficient at repairing and replacing exhaust systems and mufflers.
- Able to interpret and troubleshoot problem areas using service manuals.
- Able to safely and efficiently use tools and shop equipment.
- Performs radiator flushes, tire pressure checking and balancing.
- Accurate installation of radios, speakers, and other electrical components.
- Removal and replacement of:
 - Fuel injector
 - Tires and rims; balancing
 - Head gaskets replacement
 - Exhaust manifold repair
 - Timing chain repair
 - Oil and transmission pan gaskets repair/replacement
 - Half shafts repair
 - Muffler

Personal Management Qualifications Summary & Skills:

- Strong Communication, leadership, management and problem solving skills.
- Focused, able to work with minimal supervision.
- Detail oriented, self motivated work style; proven ability to master new skills quickly.
- Motivated and willing to work hard to get the job done.
- Works well with co-workers, follows direction, and displays great customer service skill.
- Computer skills: Microsoft Word, Publisher, PowerPoint and Excel.
- Personable; sensitivity shown to co-workers and clients.
- Adaptable to different situations with ability to learn new skills quickly.
- Self motivated, detail-oriented with proven prioritizing skills.

More advanced automotive technology skills.....

- Highly developed work ethic, including exemplary attendance record.
- Ability to diagnose and solve electrical and hydraulic problems.
- Extensive knowledge of computer controls and diagnostic tools.
- Familiar with different engine oils used in different vehicles.
- Able to effectively diagnosed complex problems in heavy motor vehicles and perform accurate troubleshooting procedures.
- Performs maintenance work in motor vehicles with oil-level checking and ensuring the wheel rotation is appropriate.
- Repaired components of vehicles that are not functioning properly.
- Performed accurate routine checks and maintenance of trucks.
- Performed accurate diagnostic tests on electrical circuits present in heavy vehicles and repaired wirings.
- Provide detailed estimated total cost required to repair a vehicle and effectively communicate that information to the owner.
- Recommended replacement parts and best practices to the owner in order to educate them and explain how to properly maintain their vehicle condition.

Other examples on how to organize your specific skills on a resume:

Skills:

- Tune-Up
- Engine Repair
- Balance/align tires
- Steering
- Welding ARC/MIG/TIG
- Brake Repair
- Adheres to OSHA Standards
- Suspension

Certifications:

- Earned Safety and Pollution Prevention Certificate 20XX
- F.V Pankow 2-year CTE Skills Certificate upon successful completion of program.
- Successfully earned the Articulation Agreement Credit from: Baker College, Macomb Community College.
- NATEF (National Automotive Technicians Education Foundation) Certified Program-20XX
- AYES (Automotive Youth Education System) Certified Program connected through the Detroit Automotive Dealers Association (D.A.D.A.)- 2014
- F.V Pankow 2-year CTE Skills Certificate upon successful completion of program.
- Skill USA Certificate – Automotive Technology (Brakes, Steering & Suspension) 20XX
- Successfully earned the Articulation Agreement Credit from: Ferris State University, Macomb Community College, Baker College, Northwestern Ohio University, Ohio Technical College, and Lincoln Tech.
- Tire Industry of America, TIA
Certificate of Tire Service and Repair, 20XX
- American Lift Industry
Certification in Basic Lift Operation, 20XX
- Valvoline Oil Certification, 20XX
- SP2 Automotive Safety Certification, 20XX

Work History or Experience:

If no official work history, include co-op/externships opportunities, class related volunteer experiences or projects, and any course related knowledge/activities or professional experience you may have acquired or been recognized for.

This information could also be highlighted as *Experience, Education or Accomplishments*. Always briefly include **who, what, where and when or how your actions improved or contributed to the situation or organization.**

1. Keep your Resume to **ONE PAGE with 1 inch margins on all sides**. If you are running onto page 2 then try reformatting, refining statements and taking a second look to see if you are repeating information. Always have someone proofread your work before ever submitting your resume to a potential employer.
2. Only include the most relevant skills and accomplishments which will impress a potential employer or will be useful to the job you are applying for.
3. Include volunteer experience and accomplishments when: you have very little to no experience at all, if the experience is related to the job, or if your experiences will be in some way beneficial to note.