

Complete name,
address, and phone number

Joseph Edward
1952 Hickman Road
Clinton, Kentucky 42031
(518) 322-1930

JOB OBJECTIVE Obtain an entry level position in an organization where I can use my education, training, and skills.

EDUCATION

XXXX
to
XXXX

Murray State University, Murray, KY
B.S. Industrial Technology
Graduation in June of XXXX

Can operate CAD programs, CNC equipment, and machine tools. I have computer and typing skills.

XXXX
to
XXXX

Clinton High School, Clinton, KY
Studies in vocational and technical preparation.
Graduation in May of XXXX

Familiar with mechanics of an automobile and various appliance.

WORK EXPERIENCE

XXX3 to XXX6

CNC Machine Operator, ACME Manufacturing, Paducah, KY
Operated computer-controlled lathe and drill press. Analyzed prints and programmed machining processes.

XXX1 to XXX3

Mechanic, 3H Trucking, Clinton, KY
As an assistant to the mechanic for a local gravel hauling company, I fixed and maintained trucks, filled out work reports, made service invoices. I also drove the trucks as needed.

Summer XXX1

Grill Crewperson, Blue Bird Diner, Clinton, KY
Responsible for cooking and preparing the food and keeping the work area clean.

HONORS AND ASSOCIATIONS

Member of SME for three years.
Member of FFA for six years.
Secretary of FFA chapter on year.
Member of high school student council for three years.
College varsity football and basketball.
High school varsity football and basketball.

HOBBIES Computers, sports, cars, reading.

REFERENCES Available upon request.

Highest level and most recent listed first

Most recent listed first

State the purpose of the job search

List free time activities

List all activities and memberships

References can be listed on separate sheet or here if space is available