#### Jane Smith

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Anytown, CA 95501

(555) 555-5555

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### Objective

To obtain employment as an *Electrician* with *XYZ Power Company* where I can utilize my existing skills and knowledge.

# Work Experience

## Electrician Apprentice

## June 1999 to Present ◦ Local Electricians #408/Various Locations ◦ Anytown, CA

*Provide employer with a detailed description of the duties you perform that illustrate both the breath and depth of your knowledge in this field. Make sure you list the most important/relevant skills first.*

**Wiring Technician**

October 1996 to May 1999 ◦ Power Inc. ◦ Anytown, CA

*Provide employer with a detailed description of the duties you performed that illustrate both the breath and depth of your knowledge in this field. Make sure you list the most important/relevant skills first.*

**Audio/Video/Security Installation Technician**

July 1994 to September 1996 ◦ Electronic Warehouse ◦ Anytown, CA

*Provide employer with a detailed description of the duties you performed that illustrate both the breath and depth of your knowledge in this field. Make sure you list the most important/relevant skills first.*

**Education**

**Electrician Apprenticeship** (6000 hours), Journeyman Card

June 1999 to May 2003◦ Local Electricians #408/◦ Anytown, CA

*Provide the employer with relevant information about the knowledge you acquired during on-the-job training (this will likely differ from actual duties performed). Items listed here should supplement the Work Experience section, not repeat it.*

**Electronic Engineering**, Associate of Arts Degree

June 1994 ◦ Any College ◦ Anytown, CA

*List courses completed that illustrate the knowledge obtained from your education. May also list G.P.A., Extra Curricular Activities that are related to this job, awards and/or honors received.*

**General Education**, High School Diploma

June 1991 ◦ Anytown High ◦ Anytown, CA

*List courses completed that illustrate the knowledge obtained from your education. May also list G.P.A., Extra Curricular Activities that are related to this job, awards and/or honors received.*