

Helpful Information for completing your Resume

Spring Ford Area High School
400 South Lewis Road
Royersford, PA 19468

Pottsgrove High School
1345 Kauffman Road
Pottstown, PA 19464

Upper Perkiomen High School
2 Walt Road
Pennsburg, PA 18073

References:

Include three references on your resume. One of these should be your vocational teacher. The other two could be employers, teachers, adults in your life that are not your family. No friends! Ask the person before you list them : “Would you mind being a reference for me on my resume?”

Education:

One (Two or Three) year of intensive training in the areas of: List large units of study in your shop area that you are very comfortable in doing on your own. The following are examples- please add to it on your resume. A full two-three lines of text would be good or as space allows on your resume!

Culinary: Knife skills, hot line, FOH, BOH, ServSafe, plating food, baking, preparation of standard recipes, plan & cost menus, sanitation

Environmental: Equipment operations, floral conditioning, greenhouse watering, landscape maintenance, customer service

Carpentry: hand tools, power tools, framing, roofing, interior finish carpentry, exterior finish carpentry, measurement & cutting

HVAC: Recharge and claiming refrigerant, HVAC electrical, troubleshooting, charging systems, troubleshooting systems

Electrical: Residential wiring, safety systems, power tools, fixture installation, switches and receptacles, use of testing devices

Dental: Infection control, Office Procedures, Operative dentistry, Lab procedures, Radiology

Health Occupations: Safety, Communication, Infection control, moving/lifting/positioning, medical terminology

Early Childhood: development of physical space, classroom management, curriculum development, child development stages, development & delivery of learning activities

Auto Collision: Vehicle frame construction, panel replacement & alignment, metal finishing, body filler selection & application, welding & cutting processes, surface preparation, refinishing operations, detailing, plastic repair

Auto Technology: Suspension & steering systems, brakes, electrical systems, engine performance diagnosis, transmissions

Diesel Technology: Suspension & steering systems, brakes, electrical systems, engine performance diagnosis, transmissions

Commercial Art: drawing & illustration, color application, digital imaging, design, layout & production, typography

Computer Information Systems: Security fundamentals, network devices, network management, troubleshooting/repair & maintenance, operating systems & software

Employment:

List jobs you have had most recent first. Babysitting, mowing lawns, raking leaves, “real jobs”- they all count.

If you haven't had any jobs delete this section.

Accomplishments: Awards, student of the quarter, NTHS, etc. If none delete this section.

Activities: List constructive things you do in your spare time. - camping, hiking, volunteering, playing golf, riding dirt bikes, working on cars, boy/girl scouts, choir, etc....