

Building Your Trades Resumé

As a participant in the Trades and Apprenticeship Career Class, you will be asked to create a Trades Resume with the help of the Instructor. This will help us work with you in finding a job and it will give you a clear sense of what relevant skills and experiences you have to offer so that you can confidently seek out that job.

How is it Different?

A trades resumé is different than your standard resumé because it focuses on skills that are relevant to tradeswork. While some skills cross over like supervisory or management experience, detailed descriptions of your software knowledge, may not be as relevant, depending on the trade you're interested in.

What Goes On It?

Probably first and foremost, trades employers and apprenticeship programs are interested in construction skills and construction experience--especially on a job, but volunteer and personal unpaid experience also counts.

And if you don't have those things, there are other skills that can cross over like:

- physical labor
- tool use
- military experience
- sports activities
- use of heavy equipment
- experience requiring attention to detail
- experience requiring manual dexterity



Start thinking about what crossover experiences you might have to include on your resumé. We want to help you look as good as possible on paper.

Note: completing this assignment will require access and use of a computer. One is available at the Portland Community College Metropolitan Workforce Training Center or at the Library.

Trades Resumé

Name

phone #

email (make sure it is appropriate)

Qualifications/Highlights

Use bullets to summarize your top qualifications for the job. Use a couple of bullets to **first list physical/technical skills** and then use a couple for personal attributes. Here you can also include being a graduate of our program, and any certifications you'll obtain through us. Math ability/scores, and physical strength are also common. Try to keep each bullet to ONE line. List years of experience when possible.

Trades Related Experience

Use **action** verbs to describe accomplishments at work or in trades related experience. This should be the largest section. Think of a trades-related experience, then break it down into tasks using as much construction vocabulary as possible. (see examples)

List most relevant first. Volunteer or personal experience counts. Also: military experience, sports experience, working with equipment, physically demanding labor, tools used, supervisory/management experience, etc.

To make sure you get credit for our state-recognized pre-apprenticeship program, here you can also include: "Trades and Apprenticeship Career Class--Graduated from Oregon Tradeswomen's pre-apprenticeship program which covered math/measurement, jobsite issues, and hands-on training in construction" Then you can also use action verbs to describe projects accomplished/worked on at jobsites and tools used

Education and Training

Include high school/GED, any college, and also relevant certifications/training/coursework. Each listing should include any diploma, degree or certificate obtained, and date received when applicable. List most recent first.

Work History

If your work history is less relevant, list it at the bottom, one line per job. List dates employed at the end. Job title is not necessary unless it is relevant.

Lastly, spell check it and make it look good! Use bold text, indentations and bullets to make it easy to read. Consider using a different font to make it stand out (but not too frilly!).

