

Gas and Oil

On the following two pages is a sample of a Gas and Oil Technician résumé.

Please refer to <http://www.mohawkcollege.ca/student-engagement/student-graduate-employment/Resources.html> for resources and guidelines to create your résumé.

To determine your **Highlights of Qualifications** you can view the Program Learning Outcomes listed for your program, check out the job title on google.ca followed by NOC which stands for National Occupation Codes (example: Gas and Oil Technician NOC, HRAC NOC), or cross-reference a job posting.

Below are some suggestions for résumé headings:

Suggestions for Résumé Headings

Summary of Qualifications Career Achievements Personal Profile Skills Summary Career Related Skills Highlights of Qualifications Employment Related Skills Relevant Skills	Employment Experience Industry Related Experience Work Experience Employment Experience Relevant Experience Related Experience
Education and Training Education Specialized Training Educational History Training and Certifications Licenses Academic Training	Additional Experience Military Service Related Activities Additional Employment History Other Employment History
Specific Skills Computer Skills Technical Skills (Your Program Name) Skills	Field Placement Practicum Experience Internship Co-op
Awards/Achievements/Recognition Awards and Scholarships Scholarships Honours and Distinctions Related Accomplishments	Volunteer Experience Volunteer Work History Community Involvement Volunteer Activities

For résumé critiquing or assistance with your résumé, please book an appointment through **CareerReady** on **MOCOmotion** under the **Resources tab** or stop by Student Engagement and Employment in the David Braley Athletic and Recreation Centre – Room R203 or Room A113 at Stoney Creek Campus on Tuesday.

Tom Smith
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Objective

To gain employment/apprenticeship working in the gas and oil fields in Alberta, strong interest in pipefitting.

Profile

Student of the Gas and Oil Burner Program at Mohawk College with excellent skills in troubleshooting and a strong knowledge of heating, ventilation, electrical and multi-fuel heating systems who is available for work May, 2014 and willing to relocate.

Highlights of Skills

- Installation, service and maintenance of gas, propane, furnaces, boilers and hot water systems
- Blueprint and schematic reading
- Set-up and adjust combustion efficiencies
- Troubleshooting and problem solving combustion and electrical systems
- Operation of Rheem 300 pipe threading machine
- Installation of gas piping and tubing systems in residential systems
- Knowledge and operation of boiler systems
- Operation of electrical and pressure related measurement tools
- Hand, power and air tool operation
- Excellent communication and customer service skills and able to provide information in technical and non-technical terms
- Computer skills in Microsoft Word, Excel, Internet Explorer and Windows
- Complete set of tools and safety equipment
- Strong attention to detail and safety

Certifications and Training

- | | | |
|-------------------------|-----------------------------|--------------------------------|
| • Gas 3 TSSA License | • Oil Burner Tech 3 | • G Driver's License |
| • Gas 2 License Pending | • Oil Burner Tech 2 Pending | • Occupational Health & Safety |
| • Confined Spaces Entry | • H2S Awareness Certificate | • WHMIS |
| • Gastite License | • IPEX | • Roth Training |

Tool and Equipment Experience

- | | |
|--|--|
| • U" gauge and Bourdon Gauge Manometers | • Draft Gauges and Scientific Thermometers |
| • Digital manometers | • Pressure and Temperature Gauges |
| • Rigid 300 Power Threader and Associated Components | • Cold Ring Clamps and Depth Gauges |
| • Bacharach and TPI Combustion Efficiency Analyzers | • Brazing and soldering equipment |

Education

- Mohawk College** – Stoney Creek, ON 2013 - Present
Gas and Oil Burner Technician Program
- Expected graduation, May 2014
 - Currently achieving a **81.5 GPA**
 - Upon completion of program expect to attain Gas Technician 2 TSSA License and Oil Burner Technician 2 TSSA licenses
 - *Course of study includes: Electrical/Controls, Fuel Applications, Control Systems, Gas Technician, Oil Burner Technician and Health and Safety*

- Hamilton Secondary School**, Hamilton, ON 2011
Ontario Secondary School Diploma
Completed 4 automotive courses and participated in OYAP program.

Work Experience

- ABC Automotive, Auto Service Technician** July, 2011 – November, 2011
- Completed brake servicing and replacement
 - Provided vehicle maintenance including oil changes, tire rotations, tune ups etc.
 - Assisted with engine and transmission replacements
 - Troubleshoot and rewired electrical systems
 - Booked appointments
- DEF Manufacturing, Labourer** September, 2010 - July, 2011
- Operated machinery in a production line environment
 - Ensured quality of products

References available upon request