

## Motive Power Technician

On the following two pages is a sample of a Motive Power 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: Automotive Mechanic NOC), go to the College of Trades website (<http://www.collegeoftrades.ca/training-standards>) and review the training standards to gain a better understanding of the skills you have gained or cross-reference a job posting.

Below are some suggestions for résumé headings:

### **Suggestions for Résumé Headings**

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

## **Objective**

Automotive Mechanic position with apprenticeship opportunity in the future

## **Profile**

Graduate of Mohawk College's Motive Power Technician program with a strong knowledge of automotive electrical and mechanical diagnostics and repair. Complete set of tools, exceptional customer service skills and knowledge of troubleshooting procedures. G Driver's License and experience driving standard transmission.

## **Highlights of Qualifications**

- Experience performing vehicle maintenance: oil changes, tire rotations and balancing, component testing and repair
- Capable of inspecting electrical, mechanical, and emissions related components and systems, and testing/repairing accordingly
- Welding and soldering experience
- Brake, suspension and steering component inspection and testing
- Basic machining of drums and rotors
- Assembly and disassembly of components, adjustment and repair of components/ systems
- Experience reading electrical, hydraulic and mechanical schematics
- Experience operating scan tool and interpreting data
- Trained in ShopKey and Mitchell Shop Management software
- Good computer skills Microsoft Word, Excel, and PowerPoint
- Experienced in customer service and researching auto parts

## **Education**

### **Motive Power Technician Diploma**

2012-2014

Mohawk College, Hamilton ON

- Achieved a GPA of 80%
- Studies included: Chassis System, Electrical & Electronics, Fuels & Emissions, Gear Train Principles, Internal Combustion Engines, and Work Practices as well as 6 hours each week of practical experience.

### **Ontario Secondary School Diploma**

2008-2012

Hamilton Secondary School, Hamilton ON

- Completed 3 automotive courses and an electrical course

## Relevant Experience

### Auto Parts Clerk

Canadian Tire, Hamilton ON

January, 2013-Present

- Look up parts on computer system for customers
- Sort and stock in-coming automotive parts
- Process cash/credit/debit payments
- Contact other stores to confirm availability of parts

### Mechanic Assistant – Co-op Position

February, 2012 – June, 2012

Sam's Garage, Hamilton ON

- Assisted with oil changes, fluid flushes, filter installation
- Changed and repaired tires
- Maintained a clean and organized shop

## Other Employment Experience

### Lot Associate

May, 2012- December, 2012

Hardware Store, Ancaster ON

- Assist customers with loading and unloading of purchased products
- Maintain property and ensure it is free of dangerous obstructions

## Hobbies and Interests

I enjoy installing car stereo and alarm systems, and performing basic maintenance on cars belonging to family and friends. My car is an older Mustang and I have also gained experience doing basic body work and applying filler and touching up the paint.

**References – available upon request**