

## Joseph P. Sample

123 ABC Street, ABC City, IL 12345  
(123) 456-7890  
Joseph@Sample.com

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### PROFILE

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- Perform cost-cutting modifications that improve safety and boost machine productivity. Troubleshoot systems accurately and repair breakdowns quickly to maintain operating efficiency.
  - Completed the advanced, two-day Omron PLC Programming course.
  - Proven abilities in a wide range of technical skills, including:

Blueprint reading	mig, arc, gas welding
Hydraulics	3-phase electric motors
Sheet metal layout, fabrication	480V AC-24V DC
Air compressors	AC & DC drives
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### EXPERIENCE

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**Trey Research, Arlington Heights, IL** 2/98-Present  
*Maintenance Mechanic*

Responsible for all aspects of troubleshooting and repair on a wide range of machines, such as injection molders, decorating machines, vacuum loaders, and assembly machines.

Planned and implemented alterations to ensure safety, to improve operator ergonomics, and to increase machine productivity.

**Fabrikam, Inc., Des Plaines, IL** 1997-1998  
*Maintenance Mechanic (Third Shift)*

Performed maintenance and repair of semi-automated equipment, PLC-controlled assembly lines, and handled all duties similar to those listed above under Trey Research.

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### EDUCATION

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**Elm Tree College, Glen Ellyn, IL**

Successfully completed classes in schematic interpretation and basic electricity.

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### CERTIFICATION & AWARDS

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**National Career Readiness Certificate**

Level: GOLD

Issue Date: 1/13/09

Certificate # J123456SAMPLE

The National Career Readiness Certificate is a portable, evidence-based credential that certifies essential skills needed for workplace success. This credential is registered with ACT in the National Career Readiness Certificate database and may be verified at <http://www.act.org/certificate/verify.html>.

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### REFERENCES

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**Jane P. Example**

123 Company

ABC Street

City, State

(123) 456-7891