

(555) 123-4567

janemason@email.com

Springfield, IL

EDUCATION

Electrical Technology Certification

Springfield Technical College, IL

Graduated: December 2024

- Relevant Coursework: Electrical Circuits, Safety Procedures, Residential Wiring

Certifications

- CPR and First Aid Certified (Issued: January 2025)
- OSHA 10-Hour Construction Safety (Issued: December 2024)

SKILLS

- Electrical circuit installation
- Wiring and cabling
- Residential electrical systems
- Safety compliance (OSHA)
- Hand and power tool proficiency
- Blueprint reading
- Troubleshooting
- Team collaboration
- Time management
- Customer service

JANE MASON

APPRENTICE ELECTRICIAN

PROFESSIONAL SUMMARY

Motivated Apprentice Electrician with hands-on training in residential electrical systems and safety procedures. Eager to apply my skills in a dynamic environment and grow under the guidance of experienced electricians.

EXPERIENCE

- January 2025 - Now

Apprentice Electrician

Bright Future Electrical Services / Springfield, IL

- Assist with installing and maintaining electrical systems for residential homes, ensuring all tasks are completed safely and efficiently.
- Perform basic wiring tasks and electrical inspections under supervision, adhering to National Electrical Code (NEC) standards.
- Help troubleshoot and resolve electrical issues, contributing to team problem-solving efforts.
- Provide customer support by addressing questions related to electrical systems, creating a positive experience.

- June 2023 - December 2024

Retail Assistant

Home Depot / Springfield, IL

- Greeted customers and provided assistance in locating tools and materials, helping to increase sales in the electrical department.
- Offered advice on electrical products, including wiring, light fixtures, and circuit breakers, based on customer needs.
- Maintained organized product displays, ensuring the department was fully stocked and well-maintained.
- Processed transactions and assisted with returns and exchanges, improving customer satisfaction and store efficiency.

PROJECTS

- / March 2025

Residential Wiring Project

- Completed a residential wiring project as part of an apprenticeship, including installing lighting, outlets, and appliances.