

Automotive Collision and Refinishing

Michigan Pathway: Engineering, Manufacturing & Industrial Technology

Sample Objectives:

Entry-level Auto body Repair Technician, Junior Automotive Technician, Automotive Collision Assistant, Automotive Technical Aide, Automotive Service Assistant.

Ideas for Qualifications for Automotive Collision and Refinishing Skills:

- Knowledge of all steps involved in the preparation and painting of an automobile.
- Successfully perform major body alignment and straighten frames.
- Able to use air compressed power tools and equipment.
- Skilled in ARC, MIG/TIG, and oxyacetylene welding.
- Able to bump and fill depressions utilizing plastic body and filler.
- Experience with surface preparation and paint application.
- Efficiently diagnose/troubleshoot problems and plan steps to repair.
- Proficient repairing and replacing mechanical parts.
- Familiar with shop safety rules and procedures.
- Complies with federal, state and local regulations concerning hazardous waste, OSHA and Right to Know laws.
- Experience using the following tools: (list tools related to auto body) MIG, TIG and arc welders, etc.
- Basic knowledge of Oxy-Acetylene Torch Welding.
- Knowledge of Metric /Standard conversions.
- Able to interpret vendor catalogs and troubleshoot problem areas using service manuals.
- Able to identify and use tools and shop equipment efficiently.
- Maintains clean and safe work environment.
- Skilled in removing/replacing upholstery, accessories, electrical and hydraulic window and seat operating equipment, and trim.
- Holds a valid driver's license.
- Certificate of Achievement in Automotive Collision Repair, XYZ Place, 2014.

Personal Management Skills:

- Strong communication, leadership, management and problem solving skills.
- Focused, and able to work with minimal supervision.
- Detail oriented, self motivated work style,: proven ability to master new skills quickly.
- Motivated and willing to work hard to get the job done.
- Works well with coworkers and displays great customer service skill.
- Computer skills: Microsoft Word, Publisher, PowerPoint and Excel.
- Personable; sensitivity shown to co-workers and clients.
- Adaptable to different situations with ability to learn new skills.
- Self motivated, detail-oriented with proven task prioritizing skills.
- Highly developed work ethic, including exemplary attendance record.

Other examples on how to organize your specific skills on a resume:

Skills:

- Auto Body Repair & Finishing
- Torch Welding
- Valid Driver's License
- Adheres to OSHA Standards
- Welding ARC/MIG/TIG
- NATEF/AYES Paint Certified

Certifications:

- NATEF (National Automotive Technicians Education Foundation) Certified Program-2014
- AYES (Automotive Youth Education System) Certified Program connected through the Detroit Automotive Dealers Association (D.A.D.A.)- 2014
- F.V Pankow 2-year CTE Skills Certificate upon successful completion of program.
- Skill USA Certificate – Automotive Collision- 2014
- Successfully earned the Articulation Agreement Credit from: Baker College, Oakland Community College, Ohio Technical College, Lincoln Tech.

Work History or Experience:

If no official work history, include co-op/externships opportunities, class related volunteer experiences or projects, and any course related knowledge/activities or professional experience you may have acquired or been recognized for.

This information could also be highlighted as *Experience, Education or Accomplishments*. Always briefly include **who, what, where and when or how your actions improved or contributed to the situation or organization.**

1. Keep your Resume to **ONE PAGE with 1 inch margins on all sides**. If you are running onto page 2 then try reformatting, refining statements and taking a second look to see if you are repeating information. Always have someone proofread your work before ever submitting your resume to an potential employer.
2. Only include the most relevant skills and accomplishments which will impress a potential employer or will be useful to the job you are applying for.
3. Include volunteer experience and accomplishments when: you have very little to no experience at all, if the experience is related to the job, or if your experiences will be in someway beneficial to note.