

Functional résumé: Example 1

Mike Forth
156 Pine Place
Anywhere, Alberta T1K 5X7
(780) 555-1311

- Position Desired** Truck Driver—Long or Short Haul.
- Summary**
- More than 10 years of trucking experience on a variety of rigs, including oilfield and transmountain long haul.
 - Safe, incident-free driving history.
 - Excellent on-time delivery record.
- Safe Driving**
- Valid Class 3 license with no demerits or accidents.
 - Named “Safe Driver of the Month” on three occasions.
- Maintenance/
Troubleshooting**
- Extensive training and experience in maintenance and troubleshooting for mechanical, electrical and air brake systems on a wide range of haulage vehicles.
 - Adhere to a regular maintenance schedule and in 10 years had only one breakdown where towing was required.
- Record-keeping**
- Strong attention to detail.
 - Familiar with several record-keeping systems.
 - Led record-keeping orientation for new hires.
- Experience**
- Over five years driving for One Two Three Interline, Calgary.
 - Five years driving for ABC Oilfield Hauling, Nisku.
 - Two years as mechanic’s assistant, Big-Rig Service, Leduc.
- Education**
- Completed Class 3 driver training with Transit Academy, Edmonton, including PDIC, WHMIS and fuel CPPI courses.
 - High school diploma, Central High, Leduc.
- Other**
- Hardworking, highly motivated.
 - Excellent health.
- References** Available upon request.