

THE BLUE-COLLAR RESUME WRITING GUIDE



FOR

TRUCK DRIVING

WAREHOUSE WORK

& CONSTRUCTION

This guide was written by hiring managers at **Spec On The Job**, a staffing agency that specializes in trucking, warehouse, and construction jobs.

If you need more help with your job search, visit us at: SpecOnTheJob.com

WHY YOU NEED A RESUME.



Don't think you need a resume for a truck driving, warehouse, or construction job? Not true. Hiring managers still need to know at-a-glance if you have the skills for the job. A good, clear resume gives you an edge over every applicant who doesn't bother putting one together.

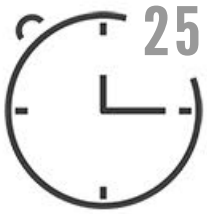
1 the STYLE

It's okay to add some personality to your writing style if you're applying for a marketing or a design job. Otherwise, it will only distract from the "meat" of your resume.

Keep your writing style simple and straightforward. Your accomplishments and skills are the only things on your resume that should stand out.

I have been a CNA for 15 years and love taking care of people. I love the compassion, care, and appreciation they have for what we do for them. It really warms my heart. I wouldn't want to do any other job than this one. I'm a very quick learner and am always on time.

I am seeking a position as a CDL Class A driver. I have experience running heavy equipment, a certification in welding, and a Class A CDL.



25 SECONDS:

THE AMOUNT OF TIME A HIRING MANAGER WILL SPEND LOOKING AT YOUR RESUME



2 the FORMAT



Don't hide your skills and qualifications in a wall of text that a hiring manager won't be able to read quickly.

*Instead, use bullet points, as well as **bold** and italic text to make your skills stand out.*



3 the OBJECTIVE



A resume Objective is a summary of your career goals that should be no longer than two to three sentences. State what kind of job you want and what specific qualifications you have that make you ideal for it.

Don't use "cookie cutter" statements in your resume Objective like the ones below. They're over-used, and they don't tell the hiring manager anything useful about your skill set.

Instead, focus on skills and qualifications that are concrete, not vague.

I am looking for a job that will enable me to use my leadership skills. I am a highly-skilled candidate with a proven track record of delivering stellar results. I am an effective communicator in a team environment, and able to coordinate and complete all procedures from start to finish.

I'm looking for a position where I can use my more than 15 years of experience as a commercial truck driver. I can operate front loaders, skid-steers, manlifts, and forklifts. I also have a flawless driving record and a Class A CDL with tanker endorsement.

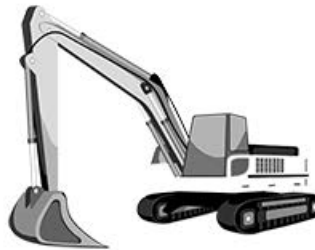
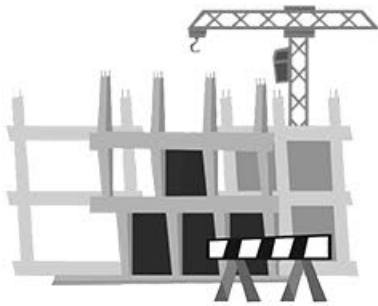
4 the WORK HISTORY

When listing your work history, don't just describe the basic duties of the job. Hiring managers already know the descriptions of most jobs by heart.

Housekeeping

ABC Gardens Hotel - Springfield, USA
 January 2017 to Present

I cleaned residents' rooms and made sure they were stocked with toilet paper, paper towels, and soap. I cleaned the dining area after breakfast and lunch.



*Instead, describe what you **accomplished** at the job. Keep asking yourself this question: "How is/was this a benefit to the company?" Don't be afraid to include the answers in your resume.*

Production Worker

ABC Manufacturing, Inc. - Springfield, USA
 January 2017 to Present

Found a more efficient packaging method for our products. This improved packaging time by 15% and saved the company \$125,000 a year.

NEED MORE HELP?

 **TO DOWNLOAD A RESUME TEMPLATE**

TO USE IN YOUR OWN JOB SEARCH, GO TO:

 **SPECONTHEJOB.COM/RESUME**

