TRADES CAREER BLUEPRINT

BUILD A RESUME THAT GETS CALLS

HVAC | SHEET METAL | TAB | ARCHITECTURAL | SERVICE | YOUR FUTURE

GET THE CALL:

Your resume is your blueprint.
Record your experience and accomplishments
Apply for leadership and higher-level roles

Developed by SMACNA and Per4mance Management with input provided by the SMART RISE (Representation, Integrity, Support and Empowerment) Committee.

RISE — SMART — REPRESENTATION | INTEGRITY SUPPORT | EMPOWERMENT

Per4mance Management Training & Consulting

1 KEEP IT CLEAN

Easy to read. Easy to hire.

- **Simple header** — Name, phone, professional email, union local, trade classification
- **No full address** — City, State is enough
- **Clean Layout** — White space and consistent formatting
- **Easy-to-read fonts** — Arial, Helvetica, Calibri

LEE MARTINEZ
HVAC JOURNEYPERSON
SMART LOCAL 104

(###) ###-####
yourname@email.com

City, State

TIP: Keep it simple. Make it easy to scan.

2 USE POWER VERBS

Action words show impact.

INSTALLED | FABRICATED | COORDINATED | MAINTAINED | LED | IMPROVED

TIP: Start your bullets with strong action verbs.

3 SHOW RESULTS

Quantify your work.

BEFORE (Weak)
Worked on HVAC systems in a hospital.

AFTER (Strong)
Installed VAV systems for 120-unit hospital renovation, improving airflow efficiency by 20%.

TIP: Results get noticed. Details get remembered.

4 WHAT CONTRACTORS NOTICE

Focus on what matters most.

SAFETY FOCUSED | RELIABLE & PUNCTUAL | COMPLEX PROJECTS | OSHA/ OTHER CERTS | LEADERSHIP | HOSPITAL / CRITICAL WORK

TIP: These skills signal you're ready for the next level.

5 FINAL CHECKLIST

Before you distribute.

- ✓ Clean & easy to read
- ✓ Tailored to the job
- ✓ Power verbs used
- ✓ Results & impact shown
- ✓ Proofread for errors
- ✓ Save as PDF

TIP: Small details. Big impression.

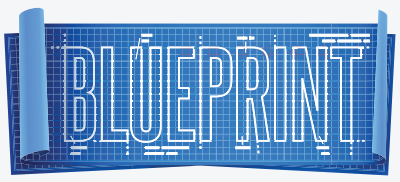
6 STAY COMPLIANT & STAY CONNECTED

Check with your Union's CBA & Hiring Hall Requirements

- ✓ Follow union rules for direct sharing
- ✓ Maintain relationships
- ✓ Follow-up consistently

TIP: Stay connected. Opportunities follow relationships

7 QUICK EXAMPLES: TURN TASKS INTO IMPACT



WEAK (DON'T)	STRONG (DO)	WHY IT WORKS
✗ Worked on HVAC systems.	✓ Established rigging, materials and layout in active worksite with zero safety incidents; performed JHA for high-risk lifts.	Shows impact
✗ Helped with maintenance.	✓ Performed preventative maintenance on RTUs and chillers, reducing downtime and extending equipment life	Shows value
✗ Responsible for tasks.	✓ Coordinated with GCs and subs to complete projects on time and within budget	Shows leadership
✗ Did sheet metal work.	✓ Fabricated and installed duct systems for 10-story medical office building.	Adds detail

YOU BRING THE WORK ETHIC. WE HELP YOU GET THE CALL.
BUILD EXPERIENCE. SHOW VALUE. GET THE CALL.

SHARE DIRECTLY WITH DECISION MAKERS
Journeypersons, superintendents, contractor leads, visiting a job site, or when networking.

PAIR RESUME WITH A PERSONAL ASK
Contact me if you need a solid journeyperson with large-project experience and coordination skills.

STAY IN TOUCH EVERY 60-90 DAYS.
Ask decision-makers their preferred way and timing for follow-up (text, email, etc).