TRADES RESUME BLUEPRINT

BUILD A RESUME THAT GETS CALLS

Lee Martinez

Phone: (###) ###-####

Email: yourname@email.com

SMART Local 104 – Journeyperson HVAC/Sheet Metal Worker
Apprenticeship Turnout: June 2023

Results-driven SMART Local 104 Journeyperson with 7+ years of experience, seeking a Foreperson role to leverage expertise in ICRA-compliant hospital installs, crew management, and BIM/Bluebeam coordination. Proven track record of delivering complex HVAC projects under budget while maintaining an EMR of 0.0.

CERTIFICATIONS & CORE SKILLS

- **Certifications:** EPA Universal, OSHA 10/30, CPR/First Aid, 2023
- **Manufacturer Training:** Trane, Carrier, Daikin, 2024-25
- **Equipment:** VAV systems, Chillers, RTUs, Boilers, Air Handlers, VRF Systems
- **Systems:** HVAC Installation, Retrofit, Service, Troubleshooting & Controls
- **Tools:** Welding Equipment, Brazing Tools
- **Software:** Procore, Bluebeam proficient

WORK & PROJECT EXPERIENCE

Contractor Name & Dates

- **Use Accurate Job Titles:** HVAC Journeyperson or Lead TAB Technician
- **Highlight Major Projects & Long-Term Assignments :** Ex. hospitals, schools, data centers, high rises. List notable contractors.
- **Include Measurable Results When Possible:**
  - ✓ Maintained a safe work environment in an active hospital by enforcing PPE, ICRA, and infection-control procedures, resulting in zero safety incidents.
  - ✓ Scheduled and supervised crews of 4 - 6 workers on daily task execution and layout; recognized for high productivity and leadership through merit-based performance incentives.
- **Combine Multiple, Shorter-Term Assignments. Select and Highlight:**

Most relevant projects including those with increasing responsibility, measurable impact, complex systems, or high-profile contractors/owners.

HVAC Journeyperson, SMART Local 104, Sacramento, CA
2021 - 2024

- ✓ Adapted quickly to new crews, foremen and jobsite standards; frequently requested for re-dispatch due to strong performance.
- ✓ Assigned to ABC Sheet Metal commercial high-rise retrofit project; worked alongside 15 welders, installed VAV systems, coordinated with controls team, completed work ahead of schedule.

LIST OTHER OPTIONS (IF RELEVANT) UNDER A NEW HEADING

List value added information if applicable to the role or client.
Ex: Other Accomplishments (avoid unnecessary personal information)

Education	Volunteer
A.S. Degree in Construction Management, Modesto Junior College	Heavy Metal Summer Experience, Summer 2025

USE THE RIGHT MEASUREMENTS FOR YOUR RESUME

Resume Length

Less than 10 years experience = 1 page

More than 10 years experience = 2 pages is acceptable

Keep It Current

Focus on recent experience

Highlight current skills and certifications

Remove What's Not Relevant

Avoid listing experience older than 10 years

Remove outdated education unless it supports the position

RESUME TIPS

1 SIMPLE HEADER

- Name, phone, professional email, union local, trade classification.
- Keep it clean and easy to scan.
- Add summary to highlight skills and roles sought.

2 CORE SKILLS & CERTIFICATIONS

- Crew Leadership
- List certifications & licenses (if applicable).
- List other certs, key equipment, systems, tools & software.

3 WORK & PROJECT EXPERIENCE

- List contractor, role with title & dates.
- Add major projects.
- Add results and metrics when possible.
- Use power verbs.

4 USE POWER VERBS WHEN APPLICABLE

Replace "worked on" with action verbs that show impact.

Examples:

- ✓ Engineered
- ✓ Spearheaded
- ✓ Led
- ✓ Coordinated
- ✓ Improved
- ✓ Utilized
- ✓ Designed

5 OTHER OPTIONS

- Relevant education
- Volunteer work
- Special accomplishments
- Keep it short and relevant

6 USE THE RIGHT MEASUREMENTS

- Less than 10 years = 1 page
- More than 10 years = 2 pages
- Remove outdated information unless relevant

REMEMBER:
Your resume is your blueprint. Keep it clear, relevant, and results-driven.
BUILD EXPERIENCE. SHOW VALUE. GET THE CALL.

Per4mance Management Training & Consulting

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