[Your Name]

[City, State] | [Phone] | [Email]

SUMMARY

Applying for the [trade] apprenticeship. I have [number] years of hands-on work in [related work, for example construction cleanup, maintenance or warehouse], I show up on time, and I can be on site by [start time] every day.

RELIABILITY

- Valid driver's license and [own vehicle or reliable ride]
- Able to start work by [time] and work [overtime or Saturdays]
- [Number] months without a missed or late shift at [job]

HANDS-ON EXPERIENCE

[Job title, for example Laborer or Maintenance Helper], [Employer]

[City, State] | [Month Year] to Present

- Help [trade workers or the maintenance team] with [tasks, for example carrying material, cleanup and simple installs].
- Use [hand and power tools you have used] safely and keep them in working order.
- Follow safety rules on site, including [PPE, lockout or ladder rules, if true].

[Any job that shows reliability], [Employer]

[City, State] | [Month Year] to [Month Year]

- [A line showing you arrived on time, worked outdoors or did physical work.]

TOOLS AND SAFETY TRAINING

- [Hand and power tools you can use]
- [OSHA 10 card, if you have one]
- [Forklift, lift or other equipment certificate, if any]

EDUCATION

[High school name, or GED program], [City, State]
[High school diploma or GED], [Year]
[Shop, math or vocational classes you took, if any]