

**Joe Example**  
**1234 Resume Boulevard**  
**Rochester, NY 14620**  
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**Objective**

Full-time position as a Machinist.

**Education**

**Associate in Applied Science, Apprenticeship Training: Machine Trades, May 2005**

**Certificate, Precision Tooling and Machining, May 1998**

Monroe Community College, Rochester, NY

**Relevant Courses**

Machine Shop Print Reading I & II

Machine Shop Lab

Principles of Metallurgy

Drafting

Machine Shop Theory I & II

CNC Mill Set-up

Statistical Process Control

Technical Writing

**Technical/Mechanical Skills**

- Operation and set-up of manual machine tools such as lathes, mills, grinders, hand tools and measurement and layout tools
- Precision measuring of parts using micrometers, gauges, calipers and precision squares
- Knowledge of machine theory, print reading and machine mathematics
- Work experience with blueprints, sketches, design memos, technical requirements, etc.
- Machine operations of cutting, turning, drilling, sawing, and grinding
- Operate, set-up and write programs for CNC (computer numerical controlled) machine tools
- Skilled in completing three step shaft, test shaft, test block, bolster plate, fly-cutter, extended tool holder, die stock, parallel clamp, sine bar, and vee-block

**Apprenticeships**

Apprentice Machinist, ABC Machinery Corporation, Rochester, NY, 2001-2004

Apprentice Machinist, XYZ Machinery Corporation, Rochester, NY, 2000-2002

Apprentice Machinist, Machine Tool Corporation, Rochester, NY, 2000-2001

Apprentice Machinist, A&B Precision Machining, Rochester, NY, 1999-2000

**Materials Experience**

Machined a broad range of materials including:

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|---------------------|------------|------------|
| • Mild Steel        | • Monel    | • Titanium |
| • HY-80             | • Brass    | • Aluminum |
| • High Carbon Steel | • Stellite | • Delrin   |
| • Stainless Steel   | • Cobalt   | • Teflon   |

**References**

Available upon request.