

Tips for Automotive Technician Resume

Common Key Skills and Action Verbs for Automotive Technician Resumes

With such a high volume of applicants, hiring managers must take advantage of applicant tracking systems (ATS) to help make the hiring process more efficient. An ATS scans and evaluates resumes for relevant key skills and phrases according to the job description criteria. Including as many of these keywords and phrases might help an ATS connect you with the hiring manager and improve your chances of getting an interview.

Key Skills & Proficiencies	Action Verbs
<ul style="list-style-type: none">• AC Maintenance and repair• Analysis• Auto body repair• Automotive knowledge• Brake repair and maintenance• Communication• Computer Skills• Computer systems• Customer service• Detail-oriented• Diagnostics• Efficiency• Electrical Systems• Engine and fuel systems• Learning• Organization• Problem Solving• Safety Management• Technical Knowledge• Time Management	<ul style="list-style-type: none">• Analyze• Build• Communicate• Conduct• Diagnose• Identify• Inspect• Install• Lead• Maintain• Manage• Repair• Replace• Service• Supervise• Test

Tips for Writing a Better Automotive Technician Resume

Showcase your automotive specialization and skills

As automotive technology changes and advances, it's critical to highlight your technical skills and specializations. Electric and hybrid vehicles are becoming more common and have their own technical specifications, so it's valuable to demonstrate that skill. Many automotive technicians are also required to service a wide variety of vehicles, which means you should show the hiring manager your diagnostic, repair and maintenance versatility and skill level. These points can be included in your key skills or professional experience bullets.

Example 1:

- Good: Specialized in electric and hybrid vehicle repair and maintenance, achieving top marks during electric and hybrid automotive technician training classes.
- Bad: Electric and hybrid vehicle repair and maintenance.

Example 2:

- Good: Expert level skill in diagnosis and repair and recognized by city-wide automotive service awards.
- Bad: Diagnosis and repair.

Quantify your automotive technician experience on resume

Detailing your skills and experience in quantifiable terms helps show the hiring manager the full scope of your abilities. A clear and measurable example of your abilities gives an impression of how you might succeed in the job. Try to answer questions like “how much?” or “how many?” For automotive technicians, consider measurables that show that you can work quickly and effectively while also maintaining customer satisfaction.

Example 1:

- Good: Performed repair and maintenance services effectively and efficiently, completing jobs an average of 20% faster than shop average.
- Bad: Performed repair and maintenance services.

Example 2:

- Good: Recognized by management and customers for exceptional diagnostic skills, achieving customer satisfaction scores of 93%.
- Bad: Recognized for diagnostic skills.

Example Automotive Technician Job Description

Our automotive service and repair shop is seeking an automotive technician to join our team. Automotive technicians are responsible for the **diagnosis, maintenance and repair of vehicles**. We maintain a high standard of **customer service** and satisfaction. Automotive technicians are expected to complete a high volume of work, sometimes involving more complex or specialized jobs, so an **efficient** and effective work style is a must.

Responsibilities:

- Perform **diagnosis, maintenance and repair** on customer vehicles
- Use diagnostic tools and computers to identify vehicle systems failures
- Inspect, test and **analyze** customer vehicles for basic automotive functions
- **Communicate** estimates and repairs and demonstrate **exceptional service** to customers
- Comply with all safety standards
- Pursue **technical knowledge** on an ongoing basis as automotive technology changes and develops, including **electric and hybrid vehicle knowledge**

Qualifications:

- Diploma or associate degree in mechanics or related field
- Automotive training or equivalent experience
- Valid driver's license
- Ability to lift heavy objects and perform physical work
- Ability to read, interpret and write technical documents and records

According to the job description, the ideal job applicant should have the following skills and experience: Diagnosis, repair and maintenance, Communication skills, Customer service, Analytical skills, General automotive technical knowledge, Electric and hybrid vehicle knowledge, Efficiency

Automotive Technician Work Experience Example

Automotive Technician, Moore Automotive Repair, Dallas, TX
February 2015 – December 2020

- **Diagnosed, repaired and maintained** a high volume of customer vehicles, including **electric and hybrid vehicles**
- Demonstrated dedication and **expertise in various automotive systems** maintenance by servicing a wide variety of vehicle years, makes and models
- Performed routine testing and maintenance service and **analyzed** systems to ensure optimal function, contributing to a 20% increase in repair work brought to the shop
- **Communicated** all necessary repairs, services and fees to customers while maintaining **94% customer satisfaction**
- Responded to high-volume shop needs effectively and **efficiently**, consistently completing work 25% more quickly than the shop average while ensuring safety compliance and repair quality

Craft your resume to include your matching qualifications, skills and experience. See an example of how to integrate those qualifications into your resume to match the job description