

Preparing a Professional Resume for a Trucking Position

Although a resume may not be required for all trucking positions you apply to, it is always a good idea to have one on hand. Here we have listed a few tips to keep in mind as you are trying to decide what skills and experiences to include in your resume. Basically, if you can get relevant information to your potential employer quickly and professionally, you have a good chance at getting that interview call and maybe even the job.

Interested in applying for a trucking position? If so, you will want to have a good resume ready. While many trucking positions require applications to be filled out, they often look at resumes as well. No doubt you want to make sure that it's your number they call for an interview, so here are a few important tips to keep in mind that will help get your resume noticed when you apply for a trucking position.

Show Off Your Skills and Experience in the Trucking Industry

Always use your resume to show off your skills and experience in the trucking industry. When you highlight your skills and experience within the trucking industry, you'll be more likely to get the job than someone who has little or no experience with this type of job. So, use it to your benefit.

Draw the Trucking Employer's Eye

More than likely the trucking employer has received many resumes for the position. It's your job to make sure that you write a resume that will draw their eye. They will usually only give a few seconds to a minute to view each resume. If they don't see anything that catches their eye, it will probably end up getting tossed. Use keywords specific to the position, action verbs that stand out, and an easy-to-read format that will keep their attention.

Customize to the Trucking Industry and the Specific Position

Customize your resume for the trucking industry and the specific position for which you are applying. Your potential employer should be able to easily see that you are applying for a job in trucking. Use specific jargon related to trucking and the position you seek; however, don't overdo it or you may look like you're just talk rather than substance.

Keep it Short and Sweet

Keeping the resume short and sweet is also imperative. No trucking employer is going to want to look through a 4-5 page resume. They won't have the time to do so. Choose your words carefully to communicate your experience and skills within a short amount of space. Keeping it concise and simple will get you the best results.

Show Off Your Schooling and Certifications

More than likely you have gone through some related schooling and have certifications for trucking positions. If so, then make sure you show them off. Schooling and certifications can be listed under the education part of your resume. This section is especially important if you have not yet acquired a lot of experience in the field.

Make it Look Professional

It's important that your resume looks professional. You may be tempted to do a quick job on the it so you can turn it in fast for a job, but taking the time to do it right is important. All employers are impressed by resumes that have a professional look. While your resume is not judged on looks alone, appearance can influence a potential employer's decision. Professionalism shows that you are willing to work hard and will take the job seriously.

Take a Final Look

Proofread your resume again and again. You don't want to submit a resume that has several spelling or grammatical errors in it; it may give the impression that you don't pay close attention to detail. Potential employers will appreciate time and effort being spent to be as prepared as possible for the job.