



Unlocking Opportunities:

a Resume Resource Guide for Gunsmiths

MGS
TRADE SCHOOL

Resumes

Writing a resume can be a daunting task, as it serves as the tool to sell yourself to potential employers. A well-crafted resume showcases your skills, experiences, and accomplishments in a way that captures the attention of hiring managers. To help you create a compelling resume, here's an in-depth guide on how to best write a resume.

Understand the Purpose:

Before diving into resume writing, it's essential to understand its purpose. A resume is not a comprehensive autobiography, but rather, it's a concise document that highlights your qualifications and achievements for a specific job. Its purpose is to secure an interview by convincing employers that you're the ideal candidate.

A well-written resume serves as an advertisement of yourself, presenting the most relevant information that demonstrates why you're a strong candidate for a job. You can identify and showcase these talents in a variety of ways:

- **Highlighting relevant skills and experience:** A resume enables you to list your skills and experience in a structured manner, emphasizing those that are most relevant to the job you are applying for. It allows you to demonstrate how your past experiences have prepared you for the position at hand.
- **Educational background:** Your resume includes your educational qualifications, such as degrees, certifications, or relevant coursework. It provides a quick overview of your academic achievements and the knowledge you've acquired in your field.
- **Presenting professional experience:** A resume allows you to articulate your work history, including job titles, responsibilities, and accomplishments. It helps employers understand the scope of your previous roles, your level of expertise, and the valuable contributions you've made to date.
- **Demonstrating achievements:** Your resume provides an opportunity to highlight notable achievements and accomplishments that set you apart from other candidates. This could include awards, recognition, successful projects, or measurable results achieved in previous positions.
- **Organizing information:** A resume serves as a structured document that presents your qualifications in a clear and concise manner. It helps employers quickly identify important information about your background and skills, allowing them to assess your suitability for a role efficiently.

Overall, a resume helps you stand out among other applicants by providing a comprehensive overview of your qualifications, skills, experience, and achievements. It allows employers to assess your potential fit for a position based on the information you present, giving you a better chance of securing an interview and ultimately a job.

Structure and Formatting:

The importance of structure when writing a resume cannot be overstated. A well-structured resume not only helps you effectively communicate with an employer, it also makes it easier to assess your candidacy. Organizing information and key points all enhance readability, and it creates a professional impression.

There are several components of a resume that you'll need to keep in mind, and each component may not be required for an application. As the candidate, it is your responsibility to determine what qualifications to highlight, and how to best format these features.

- **Contact Information:** Begin your resume by including your full name, phone number, email address, and LinkedIn profile (if applicable). Make sure this information is easily noticeable and up to date.
- **Resume Objective/Summary:** Provide a brief overview of your career goals, skills, and experiences that align with the job you are applying for. A resume objective is suitable for entry-level candidates, whereas a summary is for professionals with more experience.
- **Education:** List your educational background, including degrees, certifications, and relevant coursework. Start with the highest level of education and work backward.
- **Work Experience:** Describe your professional experience in reverse chronological order. Include job titles, company names, locations, dates of employment, and a concise description of your responsibilities and achievements.
- **Skills:** Highlight your key skills, both technical and soft, relevant to the job you are seeking. Categorize them, such as "Technical Skills" and "Interpersonal Skills," and provide examples to demonstrate proficiency.
- **Achievements and Awards:** If you have received any recognition or awards, showcase them to demonstrate your excellence and dedication.
- **Additional Sections (Optional):** Consider adding sections to display relevant information, such as volunteer work, publications, certifications, or languages spoken.

Additionally, you will select a few design elements. Be sure to choose a professional layout that is easy to read and navigate. A standard font, such as Arial or Times New Roman, can be a great starting point. Consider using subheadings, white space, and bold or italics to highlight key sections and draw attention to important information.

Maintain a professional tone throughout your resume. Use simple, yet impactful, language, similar to the language used in this guide. Proofread multiple times, checking for grammar and spelling errors.

Lastly, keep your resume concise, limited to one or two pages. This simplifies the review process and makes information easier to digest. An in-depth sample can be found on the next page.

Make your **Name** and **Title** as clear as possible. Use block letters to stick out against other candidates.

Avoid a headshot on your resume, as this takes up precious space and adds no insight on your qualifications.

Remember there are many online resources available that offer templates. While they all offer the same general format, be sure to pick what looks and feels right.

If the template isn't customizable, or has watermarks, it may be best to make your own from scratch. Keep these elements in mind when you create your resume.

JONATHAN PATTERSON

ASPRING GUNSMITH/FIREARMS MANUFACTURER

Contact Information can be placed in the top left for ease-of-access.

A **Skills** section highlights your technical talents.

A short **Education** section provides insight into your technical training. Keep this brief, as work experience is more important to an employer.

An **Additional Section**, such as References, can build your credibility. Feel free to list additional certifications or diplomas here.

CONTACT

123-456-7890
gunsmith@reallygreatsite.com
www.reallygreatsite.com
123 Anywhere St., Any City

SKILLS

Firearm Customization/Modification
Cerakoting
Woodworking
Customer Service

EDUCATION

Gunsmithing Certificate
MGS Trade School
2016-2018

Advanced Gunsmithing Program graduate; relevant coursework in firearm repair, customization, and safety.

REFERENCES

Reference Name
123-456-7890
hello@reallygreatsite.com

Reference Name
123-456-7890
hello@reallygreatsite.com

PROFILE

Highly skilled and experienced Gunsmith with a passion for firearms seeking a position at XYZ Gun Shop to utilize knowledge of firearms and provide exceptional gunsmithing services to customers.

WORK EXPERIENCE

Gunsmith

ABC Gun Repair 2020-2022

- Inspected, repaired, and maintained various types of firearms including handguns, rifles, shotguns, and muzzleloaders.
- Performed routine cleaning, lubrication, and tuning of firearms to ensure optimal performance and longevity.
- Customized and modified firearms based on customer specifications, including installing accessories, sights, and grips.
- Conducted firearm safety training and education for customers, promoting responsible firearm ownership.
- Provided excellent customer service by answering questions, providing recommendations, and addressing concerns.

Apprentice Gunsmith

XYZ Firearms Academy 2018-2020

- Assisted senior gunsmiths in performing various gunsmithing tasks, such as disassembling, assembling, and cleaning firearms.
- Learned and practiced various gunsmithing techniques including stock fitting, barrel installation, and trigger adjustment.
- Assisted in the customization and modification of firearms under the guidance of senior gunsmiths.
- Participated in firearm safety courses and workshops.

EXPERTISE

- Firearm maintenance and repair:** Proficient in diagnosing and repairing various types of firearms, including handguns, rifles, and shotguns. Skilled in performing routine maintenance tasks such as cleaning, oiling, and reassembly. Strong knowledge of firearm mechanics, parts, and tools.
- Custom gun building and modification:** Experienced in building and assembling custom firearms based on client specifications, including custom stocks, grips, and barrels. Skilled in modifying existing firearms to improve performance and accuracy.
- Safety compliance and regulation:** Well-versed in federal, state, and local firearm laws, regulations, and safety guidelines. Trained in conducting thorough safety inspections and ensuring compliance with legal requirements.
- Customer service:** Excellent communication and interpersonal skills, with the ability to interact with clients from diverse backgrounds. Proven track record of providing exceptional customer service by addressing customer concerns and providing expert advice on firearm selection, maintenance, and safety.

A digestible and concise **Resume Objective**, or **Profile** highlights your application purposes.

List your **Work Experience** in reverse order so the most recent, relevant info precedes older experiences.

Expertise or **Achievements** showcase any recognition you have received. Special awards, presentations, or conferences are all great to emphasize!

Note the simple, sans-serif font and formatting. Each section has easy-to-read headers and hierarchical text. An added bonus is the usage of columns or dividing lines to further categorize information.

Remember to use reverse chronological order throughout the document to show recent experience first. If you are concerned about gaps in experience, don't panic, this is why you have a cover letter.

Tailor Your Resume:

Customizing your resume for each job application is important as it helps you tailor your skills, experiences, and achievements to match the requirements of the specific role. Here are some steps to follow when customizing your resume:

- Review the job description: Thoroughly read and understand the job description of the position you are applying for. Highlight the key skills, qualifications, and experiences required.
- Identify relevant keywords: Make a list of keywords and phrases used in the job description. These will be the skills, qualifications, and experience employers are looking for. Pay attention to specific terminologies, tools, or technologies mentioned.
- Highlight relevant skills and experiences: Review your existing resume and identify the skills and experiences that align with the keywords you've identified. Focus on highlighting those that are most relevant to the job you're applying for.
- Customize your professional summary: Adapt your professional summary or objective statement to emphasize the key skills and experiences that make you a strong fit for the position. Tailor it to address the specific needs of the employer.
- Modify your work experience: When describing your previous work experiences, focus on highlighting achievements and responsibilities that are most relevant to the job you're applying for. Use action verbs and quantify your accomplishments wherever possible.
- Rearrange sections: Rearrange the order of sections on your resume based on their relevance to the target job. For example, if a specific certification or educational qualification is of particular importance to the position, move the education section higher up on your resume.
- Remove irrelevant information: Streamline your resume to make it concise and focused. Remove any outdated, irrelevant, or excessive information that does not directly relate to the job you're applying for.
- Incorporate additional sections: Add new sections if they enhance your qualifications for the specific job. For example, you could include sections like "Relevant Projects," "Software Proficiency," or "Certifications" to highlight your expertise related to the position.
- Tailor your achievements: Customize your bullet points under each job to highlight achievements that are most relevant to the targeted position. Quantify the impact of your contributions whenever possible, such as revenue generated, cost savings, or improvements in efficiency.
- Proofread and format: Double-check your resume for any grammar or spelling errors, ensuring consistency in font, layout, and formatting. A clean and visually appealing resume is essential to make a positive impression.

Quantify Achievements:

Whenever possible, use specific figures or percentages to demonstrate the impact of your work. Quantifying achievements creates a clearer picture of your contributions and sets you apart from other candidates.

- **Identify your accomplishments:** Make a list of achievements from your past experiences, such as increased sales, cost savings, improved efficiency, or any significant contributions to projects or teams.
- **Determine the relevant metrics:** For each achievement, identify the specific metrics or numbers that demonstrate its success. Examples could include sales revenue, percentage growth, cost reductions, customer satisfaction ratings, or time saved.
- **Use numbers and percentages:** Whenever possible, include actual numbers or percentages to provide a clear context for your accomplishments. This quantifies your achievements and helps hiring managers understand the impact you made.
- **Be specific and concise:** Avoid using vague language. Instead of saying, "Increased sales revenue," say, "Increased sales revenue by 15% within six months." This provides a clearer picture of your achievement.

Incorporate Keywords:

Many companies now employ applicant tracking systems (ATS) to initially screen resumes. To ensure your resume is not overlooked, incorporate relevant keywords from the job description. However, avoid excessive keyword stuffing as it may degrade the readability and impact of your resume.

- **Analyze the job description:** Carefully read and analyze the job description to identify the keywords used. Look for skills, qualifications, experiences, or other requirements that the employer is seeking.
- **Tailor your resume for each job:** Customize your resume to match the requirements of the specific job you are applying for. Focus on highlighting your relevant skills and experiences that directly align with the keywords found in the job description.
- **Use the keywords naturally:** Incorporate the identified keywords in your resume naturally and seamlessly. Avoid overusing them or incorporating unrelated keywords, as it can appear forced and often has a negative impact.
- **Place keywords strategically:** Place the keywords throughout your resume in appropriate sections, such as the summary or objective statement, professional experience, skills section, and any relevant achievements. Highlight these keywords by using them strategically and prominently.
- **Use industry-specific jargon:** If there are industry-specific terms or jargon related to the job you're applying for, include them in your resume. This can help show your familiarity with the field and can also include relevant keywords.

Proofread and Seek Feedback:

Before submitting your resume, thoroughly proofread it to eliminate any mistakes or inconsistencies. There are several resources that you may have access to that can offer constructive criticism, including:

- **Trusted individuals:** Reach out to friends, family members, or colleagues who have experience in hiring or have successfully landed jobs. Share your resume with them and ask for their feedback and suggestions.
- **Professional networking platforms:** Utilize platforms like LinkedIn to connect with professionals in your industry. Request their assistance in reviewing your resume and provide specific areas you would like them to focus on.
- **Career counseling services:** Many universities, colleges, and career centers offer resume review services. Schedule an appointment with a career advisor or counselor to receive constructive feedback on your resume.
- **Online resume review platforms:** Numerous websites and online forums provide resume critique services. Upload your resume to these platforms and receive feedback from professionals or industry experts.
- **Join online job search communities:** Engage with online communities, such as forums or groups specific to your field, and ask for feedback on your resume. Members may provide suggestions and recommendations based on their experiences.

When in doubt, you can always opt to hire a professional resume writer or utilize other online platforms, such as Resume.io or Zety, where you can create a resume and receive feedback through paid services.

Remember to be open to suggestions and willing to make changes. Take the feedback positively, as it could improve your job prospects!

Update and Adapt:

Even with a perfectly crafted resume, you'll need to regularly update it as you gain new experiences or skills. It is crucial to make your resume a living document that evolves along with your career—continually refining and tailoring it will save time and increase its effectiveness when applying for future opportunities.

Researching the latest industry trends and job requirements can also go a long way. For instance, firearm manufacturing trends could influence hireability, so you'll want to familiarize yourself with specific modifications or firearms to make the most of your hireability.

Writing a winning resume requires time, effort, and attention to detail. By following these guidelines, you'll be well-equipped to create a compelling resume that showcases your qualifications and maximizes your chances of securing your desired job.

[Sample resumes can be found on the MGS Career Center page.](#)