

# David McFarland

2 Chesterfield Place  
Flinders View  
Queensland 4305

David\_Mcfarland2@hotmail.com

(07) 3288 0564 (Home)  
0412 575 436

## OBJECTIVE

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To obtain a full time position as an **apprentice diesel mechanic**. A position that will provide me with the opportunity to continue to learn the skills needed to diagnose, overhaul, repair, tune, maintain and test diesel and petrol/gas-powered vehicles, including trucks, agricultural machinery, earthmoving equipment and stationary engines.

## PERSONAL ATTRIBUTES

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- Loyal and punctual
- Interested in practical and manual work
- Strong work ethic
- Good communicator
- Motivated
- Good interpersonal skills
- Well organised
- Team player
- Physically fit
- Mechanical aptitude

## EDUCATION & TRAINING

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**2008 - PRESENT**    **Course in Automotive Studies Mechanical/Electrical (Pre-Apprenticeship)**  
TAFE

Currently enrolled in this course - Modules completed include:

- Follow workplace occupational health and safety procedures
- Carry out maintenance and/or component servicing operations
- Service engines and associated engine components
- Use and maintain workplace tools and equipment

**2007**                    **Certificate I in Vocational Access**  
TAFE

Module completed  
 Individual Learning Plan

**2007**                    **Certificate I in Workplace Preparation and Practices**  
TAFE

Module completed  
 Apply job search and interview skills

**2007**                    **Junior School**  
Walloon State High School

## SUMMARY OF SKILLS & STRENGTHS

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### MECHANICAL/ TRUCKING

- ❑ Mechanical aptitude, including basic knowledge and hands on experience in relation to:
  - Occupational health and safety procedures
  - General maintenance of heavy vehicles
  - Service of engines and associated engine components
  - Use and maintenance of workplace tools and equipment
  - Welding (TIG and MIG)
- ❑ Transportation of cattle, including:
  - Loading and unloading
  - Inventory and paperwork
  - Adherence to weight load requirements

### COMMUNICATION

- ❑ Correspondence
- ❑ Inter-departmental communication
- ❑ Internal & external liaison
- ❑ Ability to communicate with a wide range of people from diverse backgrounds
- ❑ Essays and written presentations

### COMPUTER APPLICATIONS

- ❑ MS Office, including Word and Excel
- ❑ Internet and Email
- ❑ General word-processing and use of keyboard

## WORK HISTORY

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**Position:** Assistant to Mechanic and Truck Drivers

**Organisation:** Flinders Livestock Transport Pty Ltd

**Period:** 2006 - Present

**Description:** In this part time role, provide support to both the workshop mechanic and drivers, including:

- ❑ Mechanical repairs on trucks
- ❑ Truck maintenance, including checking brakes, oil, tyres and electrical systems, along with changing tyres and cleaning vehicles
- ❑ Assist in all aspects in the delivery of cattle between farms and abattoirs/ports including:
  - Loading and unloading cattle
  - Ensuring cattle is correctly placed in truck and secure
  - Check cattle numbers against inventory and general paper work
  - Maintain log books and ensure weight of loads comply with load limits

This position requires the following attributes:

- ❑ Interest in practical work
- ❑ Mechanical aptitude
- ❑ Being physically fit

## WORK PLACEMENT/EXPERIENCE

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**Organisation:** Mack Trucks

**Period:** Six weeks in total

**Description:** In this placement via the TAFE course, assisted the workshop mechanics, along with learning some of the basics of the trade

Invited back by management to complete the rest of my work placement time with Mack Trucks

**Organisation:** Kenworth Trucks Australia

**Period:** 15 May – 26 June 2007 (1 day a week)  
June/July School Holidays 2007

**Description** Assisted the workshop mechanics, successfully learning new skills

## PERSONAL DETAILS

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**Interests:**

- Club Shooting
- Mechanics, including repairing mechanical and electrical faults on heavy vehicles
- Farm work – including cattle
- Computer graphics and design

## REFEREES

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**Bob Wilkins** Workshop Manager  
Mack Trucks Australia  
Mobile: 0408 786 526

**Beverley Witt** Partner/Owner  
Flinders Livestock Transport  
Mobile: 0413 675 452

### Notes for readers:

Most school leavers have limited experience, so it is important to highlight and utilise all relevant information that will assist in portraying someone that is keen to learn and has the potential to become an effective member of staff. Within this particular résumé example:

- Interests were included, as this highlighted the client's genuine interest in mechanics.
- Referees were included, as the application required the inclusion of referees.
- Personal attributes included attributes that would be required within the position.
- I'm not a great fan of objectives being included within a résumé, (as they are not focussed on the employer's needs, but your needs and wants) but an objective statement within a school leaver résumé is the exception to the rule, as it effectively conveys the job focus of the school leaver.
- All relevant experience was included, including unpaid work placement obtained through school.