



How to Create an Awesome Driver Resume!!

Congratulations!

If you're looking at this document, you're already ahead of 90% of other job candidates!

A common problem in the typical job search is that a great candidate does not get all the credit they deserve; because, their resume does not completely reflect their capabilities, strengths, prior experience, etc.

The reason this is so important is because in most cases, a recruiter must SHOW that you have all the required skills and experience, or the operations manager will never get to see your resume.

First, here's an example of what NOT to do:

Bad Resume Example...

ABC Transport, Chicago, IL

Driver, April 2016 – Present

- Haul and deliver freight – refrigerated food

Notice the single bullet. Unfortunately, this is all too common. When it comes to resumes...

You don't get credit for anything that is NOT on your resume!

Now, let's look at a good example.

Awesome Resume Example...

There is One Big Thing that will help a highly qualified driver candidate – a stronger resume!!

A Driver with a winning resume has a detailed list of skills and experience for each job position they've had. Here's what you can do to increase your odds of an interview and an offer. Consider this list of different types of duties and responsibilities. How many of these are part of your daily work? Well, you won't get credit for the experience if it's not listed on your resume.

You should consider adding and editing to personalize any of the following duties and responsibilities to better illustrate what you have done. Think about it. The more your resume looks like the job description, the more you look like the perfect candidate!

PRE-TRIP DUTIES

- Conduct inspections of vehicle before departing
- Conduct pre-trip vehicle inspections
- Keep records in log on pre-trip inspections
- Maintain the vehicle in a clean and safe condition
- Complete basic maintenance as needed

WAREHOUSE DUTIES

- Work with customers, other drivers, warehouse operations, etc.
- Operate forklift to load trailer/flatbed with palletized cargo

DELIVERY DUTIES

- Following delivery driving routes based on time schedule
- Maintain ongoing communication with route dispatcher
- Deliver loads/shipments to customers at various customer locations
- Review deliveries with customers to ensure products meet their needs
- Follow DOT regulations and safety standards
- Complete logs and reports

CUSTOMER SERVICE

- Inform customers about new products and services
- Address delivery issues with customer
- Review manifest and secure signed receipt of all deliveries

POST-TRIP

- Conduct post-trip inspections of truck/tractor to identify issues needing attention
- Take immediate action on maintenance issues
- Report mechanical concerns to dispatch or operations

MORE

- Safely load, unload, and deliver products at each account.
- Drive truck over established route to deliver, stock, and stage product at customer locations
- Verify shipment accuracy and salable condition of product
- Resolve discrepancies and customer complaints
- Complete daily inventory, orders, delivery invoices, and proof of delivery as required
- Perform Motor Vehicle Inspections on truck to conform to DOT regulations and company policy and assist with routine maintenance on truck
- Maintain vehicle and hours of service logs as required by DOT
- Load, transport, and deliver items to clients or businesses in a safe, timely manner
- Reviewing orders before and after delivery to ensure that orders are complete
- Make sure charges are correct and the customer is satisfied
- Assist with load and unload items from vehicle
- Provide excellent customer service, answer questions, and handle complaints from clients.
- Adhere to assigned routes and following time schedules.
- Abide by all transportation laws and maintain a safe driving record
- Prepare reports and other documents relating to deliveries
- Report maintenance issues to supervisors to ensure prompt repairs to maintain safe operational condition
- Check in with dispatch and obtain instructions for the day
- Timely pick-up, loading, securing and unloading of freight aboard assigned vehicle
- Piece count and/or otherwise verify loads to properly handle manifest accuracy
- Inspect all freight before on-boarding and note damage if necessary

Crazy amount of detail, right? But it works.

Remember, we're on your side and we want you to have the best possible shot at landing the job.

It would be worthwhile for you to take some time and review the duties above...then add anything that's accurate and applicable to your resume **IN YOUR OWN WORDS**. This will make your resume more complete and accurate - and improve your odds of being selected for an interview by 10X!

KILLER TIP: Review the job description and identify the Required and Preferred Qualifications. Ensure that, if you have the Required and Preferred Qualifications, they are visible and prominently summarized in this top section, so they are not missed during the Minimum Qualification Review.

Next...here's a final QA checklist for you to polish your new Awesome Driver Resume! 😊

The Awesome Driver Resume QA Checklist

Make a Great First Impression

The same way we naturally make inferences about someone we meet when we first see them. The visual appearance of your resume will create the first impression before anyone even reads a word.

- ☐ Use a format that is not too busy
- ☐ Keep fonts and formatting consistent
- ☐ Don't create paragraphs or sentences that run on – use bullets
- ☐ Don't worry about a fancy formatting

Describe Your Prior Experience

- ☐ Use a past tense verb to start each bullet point to describe what you did and accomplished
- ☐ Be specific; don't use subjective words or phrases like, "I was amazing."
- ☐ Be accurate. Don't take credit for someone else's work such as a team or embellish your contributions
- ☐ Don't copy and paste your duties and achievements in multiple places for different jobs
- ☐ Don't use I, me, he, she – start your bullet points with a verb
- ☐ Include volunteer work and educational assignments only if relevant to the position

Double Check Everything. Double Check Everything.

- ☐ Check every number
- ☐ Check every word and don't trust spellcheck which does not catch incorrect words spelled correctly
- ☐ Don't make things confusing, such as providing multiple phone numbers, multiple email addresses, etc.
- ☐ Ensure there is no conflicting information that's not explained clearly

Address the Deal Killers Head On

Most recruiters will consider the following things the kiss of death for your resume: frequent job changes, multiple jobs lasting less than one year, jobs lasting less than 90 days, gaps in employment, positions inconsistent with your career path or entrepreneurial ventures - especially recent ones. If any of these or other potential deal killers exist on your resume,

- ☐ Provide comment or explanation on the resume to address the potential concerns – not in a cover letter. Include the explanation in your resume; because, cover letters are often not stored with the resume and if separated, you will not be given the benefit of the doubt.

Remember, we're on your side!!

More Resources...

Career Help – Tips From Our Recruiter

Before you start interviewing, you should take a few more minutes to make sure you make the right first impression and get all the points possible for your past education, skills and experience. Here's a quick checklist you can use to make sure you put your best foot forward!

▶ Link: <https://logisticorgroup.com/careers-help/>

The Resume Assessment Toolkit

This Assessment will step you through a complete evaluation of both the strategic and tactical aspects of your resume from an employer's perspective and help you identify the gaps that need the most attention.

▶ Link: <http://proforceco.com/resume-assessment-toolkit/>

How to Stay Positive...Mindset is Everything – The Encouragement Page

This resources on this page are dedicated to every person who has faced a mountain of change while carrying the burden of doubt, discouragement, uncertainty – and every other emotion responsible for fear or inaction. This is encouragement for you to never ever give up!

▶ Link: <https://proforceco.com/the-encouragement-page/>

Critical Contacts

People and offices you may need to contact for resources or support.

- ▶ **Texas Workforce Commission**
- ▶ **Workforce Solutions of Greater Dallas**
- ▶ **Recommended Job Search Sites**
 - [Indeed.com](https://www.indeed.com)
 - [Craigslist.com](https://www.craigslist.com)
 - [JobsinDallas.com](https://www.jobsindallas.com)
 - [Careerbuilder.com](https://www.careerbuilder.com)
 - [Monster.com](https://www.monster.com)
- ▶ **More Resume Help at:** www.principles4success.com

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