



CLASS OF 2026

# Jordan Rivera

*"I want to get my ASE certifications and work at a shop that will give me a chance to prove myself. In five years I want to be making enough to have my own place — and eventually my own shop someday."*

Automotive Technician

Diesel Mechanic

HVAC Technician

Westview High School

LOCATION  
Anytown, CA

PATHWAY  
Employment · College

Ms. Carter

EMAIL  
jordan.rivera@example.com

PHONE  
(916) 555-0192

# 01 About Me & My Goals

## IN MY OWN WORDS

"I want to get my ASE certifications and work at a shop that will give me a chance to prove myself. In five years I want to be making enough to have my own place — and eventually my own shop someday."

## MY STRENGTHS

- **Mechanically gifted** — I can troubleshoot problems other people can't figure out.
- **Calm under pressure** — I don't panic when something breaks.
- **Dependable** — if I say I'll be there, I'm there.

## WHERE I DO MY BEST WORK

Hands-on work, not sitting at a desk. I work better when I can move around and actually fix something. I like small teams where I know everybody I work with.

## CAREERS I'M PURSUING

### 1 • Automotive Technician

Trades & Technical

I've been working on cars with my uncle since I was 12. I can diagnose problems just by listening to the engine. It's the only thing that feels completely natural to me.

### 2 • Diesel Mechanic

Trades & Technical

Diesel mechanics make really good money and there's always work. My cousin does it for a trucking company and said they can never hire enough people.

### 3 • HVAC Technician

Trades & Technical

I helped my neighbor replace an AC unit last summer and actually understood how it worked. I liked working independently and the pay is solid even starting out.

# 02 Professional Resume

## Jordan Rivera

Anytown, CA · (916) 555-0192 · jordan.rivera@example.com

### SUMMARY

Mechanically skilled high-school senior pursuing automotive technician work. 6+ years of hands-on repair experience, a 3rd-place SkillsUSA regional finish, and a strong record of dependability. Calm under pressure, strong at diagnostics, and motivated to earn ASE certification.

### SKILLS

Engine diagnostics

Brake systems

Oil changes & tire rotations

Small-engine repair

Safety inspection

Customer service

Cash handling & POS

Reliability & punctuality

Problem solving

### EXPERIENCE

#### Weekend Apprentice (informal) Family Auto Shop · Anytown, CA

2018 – Present

- Perform oil changes, tire rotations, and brake jobs alongside a journey-level technician; now work with limited supervision.

#### Cashier & Stocker FoodMaxx · Anytown, CA

Summer 2024

- Ran a register and handled cash accurately during high-volume shifts; recognized by shift leads for reliability.

#### Dishwasher & Prep Denny's · Anytown, CA

Summer 2023

- Kept the line stocked and the dish pit moving during weekend rushes; maintained kitchen sanitation standards.

#### Owner / Operator – Lawn Care Self-employed · Anytown, CA

2022 – Present

- Built a recurring client base of four neighbors; schedule, price (\$40–60/yard), and complete all jobs independently.

### EDUCATION

#### Westview High School

Expected 2026 · GPA 3.1

- Auto Tech 1 (A) & Auto Tech 2 (in progress); Graphic Design 1.
- SkillsUSA Automotive Technology — 3rd place at regionals (Spring 2025).

### CERTIFICATIONS & AWARDS

- CPR & First Aid · Auto Tech 1 Completion Certificate · Perfect Attendance Award 2023–24 · Nominated, Most Improved Student (junior year)

## 03 Cover Letter

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### COVER LETTER – AUTOMOTIVE SERVICE POSITION

**Jordan Rivera**

Anytown, CA · (916) 555-0192 · jordan.rivera@example.com

Dear Service Manager,

I'm writing to apply for an entry-level automotive technician position at your shop. I'm a senior at Westview High School graduating in 2026, and working on cars isn't just something I'm interested in — it's the thing that has always made the most sense to me.

I've been turning wrenches with my uncle since I was 12, and for the last several years I've helped at his shop on weekends doing oil changes, tire rotations, and brake jobs. In my Auto Tech 2 class this spring, a customer brought in a 2009 Honda Civic they thought just needed brake pads. I took the time to inspect the whole system and found the rotor was warped and a caliper was sticking — I caught it before it became a safety problem. My instructor said my diagnostic process was at the level of a second-year apprentice. That kind of work is exactly what I want to do every day.

Beyond the garage, I've held jobs at FoodMaxx and Denny's and run my own small lawn-care business, so I know how to show up on time, handle customers, and be counted on. I placed 3rd at the SkillsUSA regional competition in automotive technology, and I'm working toward my ASE certifications.

I'd be grateful for the chance to prove myself in your shop. I learn fast, I stay calm when things go wrong, and when I commit to something, I follow through. Thank you for considering my application — I'd welcome the opportunity to talk in person.

Sincerely,

**Jordan Rivera**

## 04 My Five-Year Plan

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Goal: become a certified automotive technician, build a stable income, and work toward owning my own shop.

### Year 1 — 2026

Graduate & get hired

- Graduate from Westview High School and earn my Auto Tech program certificate.
- Land an entry-level job at a local shop or dealership; connect with the Department of Rehabilitation and WorkAbility I for placement support.

### Year 2 — 2027

Train & certify

- Enroll in the Automotive Technology program at Los Rios Community College (DSPS support).
- Earn my first ASE certifications (Brakes; Engine Repair) and build a steady work record.

### Year 3 — 2028

Specialize

- Move into a full technician role with higher pay; start saving consistently.
- Add ASE certifications and begin learning EV/hybrid and diesel systems — the areas with the most future demand.

### Year 4 — 2029

Stabilize

- Become an ASE Master-track technician with my own apartment and a dependable budget.
- Mentor a newer apprentice — pay forward what my uncle taught me.

## Year 5 – 2030

Build toward ownership

- Take a lead or shop-foreman role.
- Complete a small-business basics course and write a plan toward owning my own shop.

## 05 Experience & Discovery

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### WORK

- Cashier at FoodMaxx (Summer 2024); dishwasher/prep at Denny's (Summer 2023).
- Lawn care & yard cleanup for 4 neighbors, every other weekend (\$40–60/yard).
- Help my uncle at his auto shop on weekends — oil changes, tire rotations, brake jobs (since age 12).
- Watch my two younger cousins (5 and 8) on Friday nights while my aunt works.

### COMMUNITY

- Volunteer at Sunday services — set up, greet visitors, run the youth group.
- Helped at the school district's annual food drive (Fall 2024) and a church Thanksgiving meal.
- Help coach my little cousin's youth basketball team on Saturdays.

### SKILLS & HOBBIES

- Built my own PC from scratch at 15; build and modify RC cars; help with engine rebuilds.
- Fixed a neighbor's lawnmower, rebuilt a go-kart engine, repaired two cracked-screen iPhones.
- Run a YouTube channel on engine work and before/after repairs (~340 subscribers).
- Play pickup basketball 2–3 times a week.

### SCHOOL

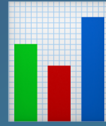
- Auto Tech 1 (A) and Auto Tech 2 (in progress); Graphic Design 1.
- Perfect Attendance Award 2023–24; nominated Most Improved (junior year).
- Self-taught engine diagnostics; completed a free small-engine course online.
- SkillsUSA Auto Tech — competed at regionals, 3rd place (Spring 2025).

## 06 Work Samples

### PRESENTATION

#### Automotive Technology in California — The Road to ASE Certification

Career Pathways / English 12 · Spring 2025



#### ASE Automotive Career Research

**Skills:** Research, visual organization, professional slide design, public speaking, digital literacy.

### WRITING SAMPLE

#### The Impact of Electric Vehicles on the Future of Automotive Repair

English 12 · Fall 2024

**Thesis:** Electric vehicles are fundamentally changing the auto industry, and technicians who learn EV systems now will be the most in-demand mechanics of the next decade.

### PRIDE PROJECT

#### Complete Brake System Replacement — 2009 Honda Civic

Auto Tech 2 · Spring 2025

*"I diagnosed the issue myself — the customer thought it was just brake pads, but I found the rotor was warped and the caliper was sticking. I caught it before it became a safety problem. My instructor said my diagnostic process was at the level of a second-year apprentice."*

**Skills:** Brake diagnostics, rotor resurfacing, caliper replacement, independent problem-solving, safety inspection, customer communication.

### The Impact of Electric Vehicles on the Future of Automotive Repair

Jordan Rivera · English 12 · Fall 2024

**F**or more than a hundred years, the job of an automotive technician has been built around one thing: the internal combustion engine. Oil changes, spark plugs, fuel injectors, and exhaust systems have kept mechanics busy for generations. But that is changing fast. Electric vehicles are fundamentally changing the auto industry, and the technicians who learn EV systems now will be the most in-demand mechanics of the next decade.

The first big change is what disappears. An electric vehicle has no engine oil, no transmission in the traditional sense, no spark plugs, and far fewer moving parts than a gas car. That means some of the most common repair jobs simply go away. At first, that sounds like bad news for mechanics. But the work does not vanish — it shifts. EVs run on high-voltage battery packs, electric motors, and complex software, and all of those need people who know how to diagnose and service them safely.

The second change is the skill set. Working on a 400-volt battery system is not the same as changing brake pads. A technician has to understand electrical safety, battery health diagnostics, thermal management, and how to read software fault codes. These are real, learnable skills, but most older mechanics were never trained on them. That gap is exactly where the opportunity is. Shops across California are already struggling to find technicians who can confidently work on hybrids and EVs, and that shortage is only going to grow as more electric cars hit the road.

This matters to me personally. I want to be an automotive technician, and I plan to start by mastering gas engines, because they will be on the road for many years to come. But I also plan to learn EV and hybrid systems early, so I can work on both. A technician who can bridge the old and the new will always have work. The future of automotive repair is not about choosing between gas and electric — it is about being ready for whatever rolls into the bay.

# 08 Career Research Presentation

Slides from "Automotive Technology in California — The Road to ASE Certification," presented in Career Pathways / English 12 (Spring 2025).

## SLIDE 1 · TITLE

### **Automotive Technology in California**

The Road to ASE Certification — by Jordan Rivera

## SLIDE 2 · WHY THIS CAREER

### **A trade with real demand**

Hands-on work that can't be outsourced · steady local jobs · a clear path from entry level to high-skill, well-paid technician · the chance to one day own a shop.

## SLIDE 3 · THE PATH

### **From classroom to certified technician**

High-school Auto Tech 1 & 2 → community-college Automotive Technology program → entry-level shop job → ASE certifications (Brakes, Engine Repair, and more) → ASE Master Technician.

## SLIDE 4 · WHAT I RESEARCHED

- ASE offers separate certifications for each system; technicians build up to "Master" status.
- California shops report a shortage of techs trained on hybrid and EV systems.
- Community-college programs (like Los Rios) offer certificates with DSPS support.
- The Department of Rehabilitation can help fund tools and tuition.

## SLIDE 5 · MY NEXT STEPS

### **My plan**

Finish Auto Tech 2 · land an entry-level shop job after graduation · enroll at Los Rios · earn my first ASE certifications within two years · learn EV systems early.

## 09 Letters of Recommendation

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**Ms. A. Bennett**

English Teacher · Westview High School

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To Whom It May Concern,

It is my pleasure to recommend Jordan Rivera. I taught Jordan in English 12, and over the year I watched a quiet, hands-on student grow into a confident, capable writer. Jordan's research paper on the future of electric vehicles was one of the strongest in the class — clear, well-organized, and genuinely informed by a passion for the subject.

What stands out most about Jordan is dependability. Assignments were turned in on time, attendance was excellent, and Jordan was the kind of student who quietly helped classmates without being asked. When Jordan commits to something, it gets done.

Jordan has a clear goal — becoming a certified automotive technician — and the work ethic to reach it. Any employer or program would be fortunate to have Jordan. I recommend Jordan without reservation.

Sincerely,

**Ms. A. Bennett**

English Department · Westview High School

**D. Okafor**

Shift Manager · FoodMaxx

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To Whom It May Concern,

I supervised Jordan Rivera as a cashier and stocker during a busy summer at FoodMaxx. Jordan was reliable from day one — always on time, never left early, and could be trusted to handle a register accurately during our highest-volume shifts.

Customers liked Jordan, and so did the rest of the crew. When things got hectic, Jordan stayed calm and just kept working. I'd gladly hire Jordan again and recommend them for any role that calls for honesty, a strong work ethic, and a level head under pressure.

Sincerely,

**D. Okafor**

Shift Manager · FoodMaxx

# 10 Certificates & Awards

WESTVIEW HIGH SCHOOL · CAREER TECHNICAL  
EDUCATION



## Certificate of Completion

PRESENTED TO

**Jordan Rivera**

for successful completion of **Automotive  
Technology 1** with a grade of A.

June 2024

*CTE Instructor*

SAFETY TRAINING CERTIFICATION



## CPR & First Aid

THIS CERTIFIES

**Jordan Rivera**

has completed Adult CPR and Basic First  
Aid training and passed all skills checks.  
Valid through 2026.

Spring 2024

*Certified Instructor*

WESTVIEW HIGH SCHOOL



## Perfect Attendance Award

AWARDED TO

**Jordan Rivera**

in recognition of perfect attendance  
during the **2023–24** school year.

2023–24

*Principal's Office*

SKILLSUSA · REGIONAL COMPETITION



## 3rd Place — Automotive Technology

AWARDED TO

**Jordan Rivera**

for placing third in the regional Automotive  
Technology competition.

Spring 2025

*SkillsUSA*

# 11 My Transition Resources

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California programs that support my path from high school into training and employment.



**Department of Rehabilitation (DOR)** · [dor.ca.gov](http://dor.ca.gov)

Funds tuition, tools, and job coaching for eligible students. Plan to apply in junior/senior year.

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**Los Rios Community College** · [losrios.edu](http://losrios.edu)

Automotive Technology certificates and degrees, with DSPS support on every campus.

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**WorkAbility I** · [cde.ca.gov](http://cde.ca.gov)

School-based job placement — earn work experience and income before graduation.

Built with **TransitionReady** · Sure Step Education · *Sample portfolio — fictional student, illustrative content only.*