

SAMPLE CDL RESUME-ENTRY LEVEL

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SUMMARY

Newly licensed Class A Commercial Driver with HAZMAT endorsement and commitment to safe, timely deliveries. Strengths include accident-free driving record, history of prompt service, and experience in customer service and problem solving.

CERTIFICATION

- Certificate of Completion, Class A CDL Training, Hampden CDL Training Institute, Springfield, MA

LICENSURE AND ENDORSEMENTS

- Class A Commercial Driver's License (Current: MA)
- HAZMAT (H) Endorsement (Current: MA)

QUALIFICATIONS

- Field training to drive large trucks or tractor-trailer combinations (diesel, electricity, other fuels)
- Training in light truck operation, knowledge of diesel, gas, and electric-powered trucks
- Ability to recognize and identify hazardous materials, understanding of HAZMAT accident prevention, self-protection measures, and related emergency response procedures
- Training in handling vehicle fires and driving accidents
- Knowledge of specialized transportation equipment, including reefers, tankers, pneumatic bulkers, double pups
- Experience following company regulations and service policies
- Defensive driving skills, experience driving in extreme weather conditions
- Accurate recordkeeping and logbook entries
- Effective communication and collaboration with managers and customers to achieve customer satisfaction
- Experience loading and unloading cargo, ability to lift up to 50 pounds
- Microsoft Office Word, Excel, Outlook, Google Suite: Google Docs, Google Sheets, Gmail

WORK EXPERIENCE

Michelle's' Pizza, Chicopee, MA

October 2015–Present

Delivery Driver

- Provide prompt food delivery to up to 60 locations per shift (schools, businesses, homes)
- Achieve prompt, accident free deliveries 95% of the time, including during hazardous driving conditions
- Confirm customer order details and answer all service questions
- Identify and problem solve billing issues; address and resolve customer complaints and service questions
- Enter sales data using internal company software, alphabetize and submit nightly receipts

Cumberland Farms, Springfield, MA

April 2010–October 2015

Cashier

- Opened store on time (day and night shifts) and coordinated accurate, timely deposits of income and receipts
- Unloaded and documented all deliveries
- Served customers promptly, focusing on customer satisfaction at all times
- Received payments and performed daily end of shift cash tally with 100% accuracy
- Stocked shelves, maintained clean, organized checkout areas according to company standards

EDUCATION

- Graduate: Chelsea High School, Chelsea, MA