

[Full Name]

[City, State] | [email@example.com] | [Phone Number]

PROFESSIONAL SUMMARY

[Detail-oriented **HVAC Technician** with [X] years of experience installing, maintaining, and repairing residential and light commercial heating, ventilation, and air conditioning systems.]

[Proven track record of improving system efficiency, reducing callbacks, and ensuring code-compliant installations through thorough diagnostics and preventive maintenance.]

[Skilled in interpreting wiring diagrams, using digital diagnostic tools, and communicating clearly with customers to explain findings and recommended solutions.]

PROFESSIONAL EXPERIENCE

[Senior HVAC Technician] | [ABC Mechanical Services]

[City, State] | [MM/YYYY] – Present

- [Lead installation and commissioning of [residential split systems, heat pumps, and rooftop units], completing an average of [X+] installs per month while maintaining a callback rate below [X%.]
- [Perform advanced diagnostics on [gas furnaces, condensing units, and VRF systems] using [digital manifolds, combustion analyzers, and multimeters] to identify root causes and reduce repeat service visits by [X%.]
- [Train and mentor [X] junior technicians in safe work practices, EPA-compliant refrigerant handling, and proper brazing/evacuation procedures, improving team productivity and first-time fix rates.]

[HVAC Service Technician] | [Comfort Zone Heating & Cooling]

[City, State] | [MM/YYYY] – [MM/YYYY]

- [Conducted routine maintenance on [residential and light commercial HVAC systems], including filter changes, coil cleaning, airflow testing, and thermostat calibration, helping extend equipment life and reduce emergency calls by [X%.]
- [Diagnosed and repaired issues with [compressors, blower motors, control boards, and refrigerant circuits], consistently meeting daily service targets of [X–Y] completed calls while maintaining high customer satisfaction scores.]
- [Documented all work performed in [field service management software] with detailed notes, part numbers, and photos, ensuring accurate billing and warranty processing for the service department.]

EDUCATION

[Diploma in HVAC Technology] | [Technical College Name]

[City, State] | [MM/YYYY] – [MM/YYYY]

- [Completed coursework in refrigeration principles, electrical theory, gas heating systems, duct design, and load calculations.]
- [Hands-on lab experience with charging, evacuating, and recovering refrigerant in compliance with EPA regulations.]

SKILLS

- Technical:** [HVAC installation], [system diagnostics], [refrigerant charging and recovery], [brazing and soldering], [electrical troubleshooting], [airflow and static pressure testing]
- Tools & Technologies:** [Digital manifold gauges], [vacuum pumps], [recovery machines], [combustion analyzers], [multimeters], [smart thermostats], [field service software]
- Systems Experience:** [Split systems], [heat pumps], [gas furnaces], [rooftop units], [mini-split/ductless systems], [packaged units]
- Codes & Compliance:** [EPA Section 608 guidelines], [local mechanical codes], [electrical safety], [lockout/tagout practices]

- **Customer & Communication:** [Explaining repair options], [providing maintenance recommendations], [building customer trust], [managing expectations on timelines and costs]
- **Soft Skills:** [Attention to detail], [time management], [problem-solving], [team collaboration], [reliability and punctuality]

PROJECTS

[Residential System Upgrade Initiative] | [Independent / Employer-Sponsored]

[MM/YYYY] – [MM/YYYY]

- [Assessed existing HVAC equipment and ductwork in [X] older homes, recommending high-efficiency replacements and minor duct modifications to improve airflow and comfort.]
- [Installed and commissioned [high-SEER heat pumps and variable-speed air handlers], resulting in estimated energy savings of [X–Y%] for participating homeowners based on utility usage comparisons.]

[Preventive Maintenance Program Setup] | [Small Commercial Client]

[MM/YYYY] – [MM/YYYY]

- [Developed a quarterly preventive maintenance checklist for [light commercial rooftop units] including filter changes, belt inspections, coil cleaning, and electrical checks.]
- [Implemented tracking and documentation in [simple spreadsheet or service software], helping the client reduce unexpected breakdowns and emergency service calls over the first year.]