

Automotive Service Technology Skills

Use the following lists to show your technical skills on your resume and cover letter. You may have additional skills not shown on this list. List your skills in a separate Skills/Qualifications section on your resume. Highlight the most relevant skills in the middle paragraph of your cover letter.

Sample Skills/Skill Headings

<ul style="list-style-type: none">• Alignment• Transmission & Transaxle Repair• Brakes/ABS• Computerized Engine Control Systems• Electronic/AC Systems• Engine Performance• Engine Repair• Engine System Diagnostics & Repair• Exhaust Systems• Fuel & Emission Systems• Heating & Air Conditioning• Manual Drive Train & Axles• Suspension & Steering• Tune-ups• Preventative Maintenance Inspection	<ul style="list-style-type: none">• Customer Service• Cost Estimating• Fleet Repair/Maintenance• Medium/Heavy Truck• Refrigerant Recovery & Recycling• Body Repair/Restoration• Collision Repair and Refinish• Damage Analysis and Estimating• Structural Analysis and Damage Repair• Shop Management/Scheduling• Warranty Verification• Wheel Alignment• Service Writing• Parts Sales
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Sample Skill Statements

Engine Performance

- Remove/replace engine, cylinder head and block
- Repair, tune up and time engine
- Conduct compression and leakage tests on engines
- Operate and test primary and secondary electronic ignition systems
- Perform timing adjustments
- Perform engine diagnosis and compression tests
- Service and test electronic fuel injection systems, on board diagnostics I and II, and idle control systems
- Familiar with 5 gas analyzer, air injection systems, catalytic converters, exhaust gas recirculation systems, evaporation control crankcase ventilation systems, heated air and fuel systems, federal and state emission laws
- Remove and replace distributor
- Test and service electro-mechanical carburetors and mechanical fuel pumps

- Overhaul carburetors, blowers, generators, distributors, starters, and pumps
Test, diagnose and repair computerized engine systems
- Knowledge of speed controls, anti-lock brake sensors, crankshaft and camshaft sensors, electronic voltage regulators, etc.
- Diagnose and repair lubrication, cooling exhaust, fuel and emissions systems
- Use computer-controlled emission systems and on-board diagnostics
- Diagnose DEQ results

Alignment

- Familiar with tire construction, types, and sizing
- Use industry standard wheel-alignment equipment and computerized tire/wheel balancer
- Align and balance front and rear wheels, check frame alignment, and repair/replace faulty steering system parts
- Adjust and repack wheel bearings, replace suspension parts and rack and pinion steering, and adjust steering wheel linkage and gears
- Diagnose ride, handling, and tire wear problems
- Perform steering system diagnosis and repair

Electrical & AC Systems

- Diagnose and repair integrated electrical systems, such as accident avoidance sensors
- Test and repair electrical and vacuum circuits
- Diagnose and repair electrical systems
- Knowledge of basic wiring, lighting systems, switches, relays, storage batteries, battery testing, charging systems, accessory circuits/systems, fuses, power distribution, and fusible links
- Read schematics and use test equipment
- Test, repair/replace electrical units and charge systems and electrical accessory systems
- Repair heating and AC systems

Brake Systems

- Inspect, repair/replace disc and drum brakes
- Measure machine drums and rotors
- Use safety check sheets
- Knowledge of measuring and machinery techniques of brake drums and discs
- Familiar with several types of braking systems, including power, air, anti-lock, and hydraulic assisted

Transmission/Transaxle Repair

- Rebuild/replace manual transmission and clutch and adjust linkage
- Work on gear trains, couplings, hydraulic pumps, pumps, and other parts for transmissions
- Service, adjust, and repair automatic transmission/transaxle
- Knowledge of constant mesh, spur and bevel gears, synchronizers, shift mechanisms and interlocks, bearings and thrust washers, power flows, and ratios
- Extensive knowledge of computer controls and the ability to diagnose electrical and hydraulic problems

Estimating/Safety/Customer Service

- Diagnose customer complaints and vehicle symptoms and provide estimates
- Able to talk with and resolve problems with customers and vendors
- Able to explain estimates and repairs to customers
- Utilize crash estimating guides for major and minor vehicle damage
- Provide professional customer service regarding repairs, including road tests with customers to duplicate reported problems
- Answer phone and respond to customer requests, locate requested auto parts
- Verify warranty coverage and expiration
- Perform pick-ups and deliveries
- Write service orders and parts orders
- Order, stock, and inventory parts
- Utilize computerized inventory system to maintain inventory valued at \$____
- Familiar with standard parts, costs and labor rates and use of service manuals and other research materials
- Familiar with shop operations including maintaining service and warranty records
- Knowledge of computerized automotive information systems including Mitchell on Demand and All-Data
- Knowledge of industry standard safety procedures
- Familiar with current regulations and safety for air conditioning, hazardous wastes, and right-to-know laws
- Inspect cars for compliance with state safety regulations
- Accustomed to working in a fast-paced environment; ability to work well under pressure