

[Your Full Name] - Qualified Electrician

[Suburb, City]

[Cell number] · [email@example.com]

LinkedIn (optional): [link]

Driver's licence: [Code B / C1]

Notice period: [Immediate / 2 weeks / 1 month]

PROFESSIONAL SUMMARY

Qualified electrician with [X] years' experience in [installation / maintenance / both] in [residential / commercial / industrial] environments. Strong on fault-finding, testing and safe isolation, with practical experience on [DB boards, lighting, motors, VSDs, single- and three-phase, containment]. Known for tidy workmanship, clear handovers, and working safely under pressure during breakdowns and shutdowns.

KEY SKILLS

- Fault-finding and repairs (single-phase and three-phase)
- Electrical installations: wiring, containment, trunking/conduit, DB boards
- Testing and commissioning (continuity, insulation resistance, earth leakage checks)
- Planned maintenance and breakdown response
- COC readiness support [only if this applies to your role]
- Reading wiring diagrams and as-built drawings
- Toolbox talks, risk awareness and housekeeping on site
- Client communication, job cards and handover notes

LICENCES AND CERTIFICATIONS

- **Trade Test / Red Seal:** [Qualification name], [Year], [Training centre]
- **Wireman licence:** [Installation Electrician / Master Installation Electrician]
Licence no: [Number]
Issued: [Month Year] · Expiry/renewal: [Month Year]
- **Working at Heights:** [Provider], [Year]
- **First Aid Level 1:** [Provider], [Year]
- **Other:** [LOTO / OHS induction / construction safety], [Year]

WORK EXPERIENCE

Electrician – [Company Name], [City]

[Month Year] – Present

- Performed electrical maintenance and fault-finding on [equipment/areas], restoring production and facility services with minimal downtime.
- Completed planned maintenance: inspections, testing, tightening, replacing worn components, and reporting risks found.
- Installed and repaired lighting circuits, socket outlets, isolators and DB board components

(breakers, earth leakage units) [under supervision / as authorised].

- Tested circuits using multimeter, clamp meter and insulation resistance tester, and recorded results on job cards.
- Ensured safe isolation before work, applied lockout procedures, and kept work areas clean and in line with site rules.
- Worked with technicians and foremen, and reported progress and delays clearly to reduce rework.

Installation Electrician / Electrician Assistant – [Company Name], [City]

[Month Year] – [Month Year]

- Assisted with new installations on [residential / commercial] projects, including cable pulling, conduit/trunking, and terminating at DB boards and points.
- Worked from drawings and site instructions to complete work to standard and on time.
- Installed lighting (including emergency lighting where applicable), socket circuits, and dedicated circuits for appliances and equipment.
- Supported testing and snag list close-out before handover.
- Looked after tools and materials, tracked parts used, and reported shortages early to avoid delays.

Apprentice Electrician – [Company Name / Training programme], [City]

[Month Year] – [Month Year]

- Completed on-the-job learning in wiring, termination, basic testing and safe work practices under qualified supervision.
- Gained exposure to [single-phase / three-phase], motors, starters, lighting control and basic fault-finding.
- Logged practical hours and completed modules leading to trade test readiness.

PROJECT HIGHLIGHTS

- **Retail fit-out installation:** Installed lighting and power circuits, upgraded DB boards, and completed testing for handover within deadline.
- **Facilities maintenance:** Improved breakdown response time by keeping a clear fault log and prioritising repeat issues.
- **Industrial shutdown support:** Assisted with planned isolations, inspections and restart checks during a scheduled shutdown.

EDUCATION

Electrician Trade Theory / N2-N3 – [College], [Year]

National Senior Certificate (Matric) – [School], [Year]

TOOLS AND TECHNICAL EXPOSURE

- Test equipment: multimeter, clamp meter, insulation resistance tester (megger), continuity tester

- Electrical: DB boards, breakers, contactors, relays, isolators, earth leakage units
- Installation: conduit/trunking, cable management, termination and labelling
- Maintenance: job cards, fault logging, basic root-cause notes

LANGUAGES

English – [level]

[isiZulu / Afrikaans / Sesotho] – [level]

REFERENCES

Available on request.