

Building Maintenance Worker Resume Objective Builder Worksheet (Free PDF)

Complete this worksheet before writing your resume objective. By identifying your experience, skills, achievements, and the employer's needs, you'll be able to create a resume objective that is tailored to the job you're applying for.

Step 1: Job Information

Job Title Applying For:

Company Name:

Location:

Where did you find this job?

☐ Company Website

☐ Indeed

☐ LinkedIn

☐ ZipRecruiter

☐ Referral

☐ Other: _____

List five important keywords from the job posting.

1. _____
2. _____

3. _____
 4. _____
 5. _____
-

Step 2: Your Maintenance Experience

Years of Building Maintenance Experience

- ☐ Less than 1 year
- ☐ 1–3 years
- ☐ 4–7 years
- ☐ 8–10 years
- ☐ More than 10 years

Which facilities have you maintained? (Check all that apply.)

- ☐ Apartment complexes
- ☐ Office buildings
- ☐ Commercial properties
- ☐ Schools
- ☐ Hospitals
- ☐ Hotels
- ☐ Warehouses
- ☐ Manufacturing facilities
- ☐ Government buildings
- ☐ Retail stores
- ☐ Other: _____

Step 3: Your Technical Skills

Select the skills you possess.

- ☐ Preventive maintenance
- ☐ Plumbing repairs
- ☐ Electrical troubleshooting
- ☐ HVAC maintenance
- ☐ Carpentry
- ☐ Drywall repair
- ☐ Painting
- ☐ Flooring repair
- ☐ Lock replacement
- ☐ Building inspections
- ☐ Grounds maintenance
- ☐ Equipment maintenance
- ☐ Work order management
- ☐ Inventory control
- ☐ Hand and power tools
- ☐ CMMS software
- ☐ Safety compliance
- ☐ Customer service

Other relevant skills:

Step 4: Your Greatest Accomplishments

Employers appreciate measurable results. List achievements whenever possible.

Examples:

- Reduced equipment downtime by 20%.
- Completed over 1,500 maintenance work orders.
- Improved preventive maintenance completion rates.
- Maintained multiple buildings with zero safety incidents.

My achievements

1.

2.

3.

Step 5: Certifications and Training

Check all that apply.

☐ OSHA 10

☐ OSHA 30

☐ EPA Section 608

- ☐ CPR
 - ☐ First Aid
 - ☐ Forklift Certification
 - ☐ HVAC Certification
 - ☐ Electrical Training
 - ☐ Plumbing Training
 - ☐ Other:
-
-

Step 6: Personal Strengths

Choose the qualities that best describe you.

- ☐ Dependable
- ☐ Detail-oriented
- ☐ Strong work ethic
- ☐ Problem solver
- ☐ Team player
- ☐ Independent worker
- ☐ Safety-conscious
- ☐ Organized
- ☐ Adaptable
- ☐ Excellent communicator
- ☐ Customer-focused

☐ Fast learner

Other strengths

Step 7: What Does the Employer Need?

Review the job posting and check the qualities the employer emphasizes.

☐ Preventive maintenance

☐ Fast response time

☐ Reliability

☐ Safety awareness

☐ HVAC experience

☐ Plumbing knowledge

☐ Electrical repairs

☐ Teamwork

☐ Customer service

☐ Attention to detail

☐ Time management

☐ Problem-solving

Other requirements

Step 8: Build Your Resume Objective

Use this simple formula:

Years of Experience + Job Title + Top Skills + Key Achievement + Value You Will Bring

Template

"Dedicated Building Maintenance Worker with _____ years of experience maintaining _____. Skilled in _____, _____, and _____. Proven ability to _____. Seeking to contribute dependable maintenance services and strong problem-solving skills to _____."

My Draft Resume Objective

Resume Objective Quality Checklist

Before adding your objective to your resume, make sure you can answer **Yes** to each question.

- ☐ I included the exact job title.
- ☐ I mentioned my years of experience (if applicable).
- ☐ I highlighted at least three relevant maintenance skills.
- ☐ I included one measurable achievement or strength.
- ☐ I tailored the objective to the employer.
- ☐ I used keywords from the job posting.
- ☐ My objective explains the value I will bring.

- ☐ My objective is clear and concise.
 - ☐ My objective contains no spelling or grammar errors.
 - ☐ My objective is ATS-friendly.
-

Final Resume Objective

Write your polished version below.

Quick Tip

Customize your resume objective for every application. Even small changes—such as incorporating keywords from the job posting and emphasizing the skills most relevant to the position—can significantly improve your chances of passing Applicant Tracking Systems (ATS) and catching the attention of hiring managers.