

Oil Rig Electrician Resume Builder Worksheet

Use this worksheet to gather all the information you need to create a professional Oil Rig Electrician resume. Complete each section thoroughly, then organize your answers into a resume tailored to the job you're applying for.

Personal Information

Full Name: _____

Phone Number: _____

Professional Email Address: _____

City, State: _____

LinkedIn Profile (Optional): _____

Job Target

Job Title Applying For:

Company Name:

Location:

Resume Objective or Professional Summary

Write a brief statement that highlights your experience, technical expertise, certifications, and career goals.

Core Technical Skills

Check or write the skills you possess.

- ☐ Electrical Troubleshooting
- ☐ Preventive Maintenance
- ☐ Industrial Electrical Systems
- ☐ Offshore Electrical Maintenance
- ☐ High-Voltage Systems
- ☐ PLC Systems
- ☐ Variable Frequency Drives (VFDs)
- ☐ Motor Controls
- ☐ Switchgear Maintenance
- ☐ Generator Maintenance
- ☐ Transformer Maintenance
- ☐ Electrical Testing
- ☐ Blueprint Reading
- ☐ Electrical Schematics
- ☐ Lockout/Tagout (LOTO)

☐ Hazardous Area Electrical Work

☐ SCADA Systems

☐ CMMS Software

☐ Electrical Safety

☐ Problem-Solving

☐ Communication

☐ Teamwork

Other Skills:

Professional Experience

Employer 1

Company Name:

Job Title:

Location:

Dates Employed:

Primary Responsibilities

- ---
- ---

- _____
- _____

Key Accomplishments

- _____
- _____
- _____

Employer 2

Company Name:

Job Title:

Location:

Dates Employed:

Primary Responsibilities

- _____
- _____
- _____

Key Accomplishments

- _____
- _____

Employer 3 (Optional)

Company Name:

Job Title:

Location:

Dates Employed:

Responsibilities

•
•

Accomplishments

•
•

Major Projects

List significant projects, electrical upgrades, or maintenance initiatives you contributed to.

Project 1

Project Name:

Your Role:

Results Achieved:

Project 2

Project Name:

Your Role:

Results Achieved:

Education

Degree or Diploma:

School Name:

Location:

Graduation Date:

Licenses and Certifications

Check all that apply.

- ☐ Journeyman Electrician License
- ☐ Master Electrician License
- ☐ OSHA 30-Hour Construction Safety

- ☐ Basic Offshore Safety Induction and Emergency Training (BOSIET)
- ☐ Helicopter Underwater Escape Training (HUET)
- ☐ H2S Awareness Certification
- ☐ NFPA 70E Electrical Safety
- ☐ CPR and First Aid
- ☐ TWIC Card
- ☐ Valid Driver's License

Other Certifications:

Technical Equipment and Software

List the equipment, systems, and software you have experience using.

- ☐ PLC Systems
- ☐ Allen-Bradley PLC
- ☐ Siemens PLC
- ☐ SCADA Systems
- ☐ CMMS Software
- ☐ AutoCAD Electrical
- ☐ Multimeters
- ☐ Megohmmeters
- ☐ Insulation Resistance Testers
- ☐ Thermal Imaging Equipment

☐ Electrical Diagnostic Tools

Other Equipment/Software:

Safety Experience

List safety programs, procedures, and standards you regularly follow.

Examples may include:

- Lockout/Tagout (LOTO)
- Permit-to-Work Systems
- Job Safety Analysis (JSA)
- Hazard Identification
- Confined Space Awareness
- Working at Heights
- Electrical Isolation Procedures
- Emergency Response Procedures

Professional Accomplishments

List measurable achievements from your career.

Examples:

- Reduced equipment downtime by ____%.
- Improved preventive maintenance completion rate by ____%.
- Completed ____ maintenance work orders annually.
- Maintained ____ years without a lost-time incident.
- Reduced electrical failures by ____%.

Your accomplishments:

Professional Strengths

What qualities make you an outstanding Oil Rig Electrician?

- ☐ Strong Troubleshooter
- ☐ Safety-Oriented
- ☐ Detail-Oriented
- ☐ Reliable
- ☐ Team Player
- ☐ Leadership Skills
- ☐ Calm Under Pressure
- ☐ Excellent Communication
- ☐ Strong Mechanical Aptitude
- ☐ Adaptable

Other Strengths:

Professional Memberships (Optional)

Awards and Recognition (Optional)

Languages (Optional)

References

Reference 1

Name: _____

Job Title: _____

Company: _____

Phone: _____

Email: _____

Reference 2

Name: _____

Job Title: _____

Company: _____

Phone: _____

Email: _____

Final Resume Checklist

Before submitting your resume, confirm that you have:

☐ Tailored your resume to the specific job posting.

- ☐ Included relevant electrical experience.
- ☐ Highlighted measurable accomplishments.
- ☐ Listed all current licenses and certifications.
- ☐ Included technical skills relevant to oil rig operations.
- ☐ Demonstrated your commitment to workplace safety.
- ☐ Used keywords from the job description.
- ☐ Checked spelling and grammar.
- ☐ Verified employment dates and certification information.
- ☐ Saved your resume as a PDF (unless instructed otherwise).

Congratulations! Once you've completed this worksheet, you'll have all the information needed to create a compelling, ATS-friendly Oil Rig Electrician resume that showcases your technical expertise, safety mindset, certifications, and ability to keep drilling operations running safely and efficiently.