



The 5-Minute Resume Scan Cheat Sheet

Use this quick checklist to review an automotive technician's resume in 5 minutes or less. Focus on certifications, career progression, and red flags so you can quickly decide who is worth an interview.

1. Certifications & Training

- ✓ Current ASE certifications
- ✓ OEM training (Ford, Toyota, GM, Tesla, etc.)
- ✓ Hybrid/EV credentials
- ⚠ Red Flag: Expired or missing certifications

2. Career Progression

- ✓ Growth from Lube Tech → C Tech → B/A Tech → Master Tech
- ✓ Increasing responsibilities over time
- ⚠ Red Flag: Same duties for many years with no advancement

3. Consistency

- ✓ 1–3 years at previous jobs (shows stability)
- ⚠ Red Flag: Job-hopping every 3–6 months without explanation

4. Skills Match

- ✓ Experience matches shop needs (diesel, EVs, transmissions, diagnostics)
- ⚠ Red Flag: Experience unrelated to your shop's specialty

5. Soft Skill Clues

- ✓ Mentored or trained others
- ✓ Customer communication experience
- ✓ Team collaboration with advisors/parts/management
- ⚠ Red Flag: Resume only lists technical duties, no teamwork or leadership

Common Resume Red Flags

- Generic duties with no measurable results
- Long gaps in employment without explanation
- Vague certifications ("trained in EVs" vs. "ASE L3 Hybrid/Electric Vehicle Certification")
- One-size-fits-all resume with no customization

Tip: Combine this 5-minute scan with AI-powered resume pre-screening to save hours. That way, you only review the top candidates who are truly worth your time.