

Personal Information

Name _____

Address _____

Phone Number _____

Email _____

Previous Job/Volunteer Experience – List the latest job first

Name of company _____

Company city, state _____

Date started work (month/year) _____

Date ended work (month/year) _____

Job title/accomplishments _____

Name of company _____

Company city, state _____

Date started work (month/year) _____

Date ended work (month/year) _____

Job title/accomplishments _____

Previous Job Experience, continued

Name of company _____

Company city, state _____

Date started work (month/year) _____

Date ended work (month/year) _____

Job title/accomplishments _____

Name of company _____

Company city, state _____

Date started work (month/year) _____

Date ended work (month/year) _____

Job title/accomplishments _____

Name of company _____

Company city, state _____

Date started work (month/year) _____

Date ended work (month/year) _____

Job title/accomplishments _____

Education

High school name, city & state _____

OR GED, year obtained _____

College name, city & state _____

Degree & year obtained _____

College name, city & state _____

Degree & year obtained _____

College name, city & state _____

Degree & year obtained _____

Additional Information

Certification (machinery, medical, computer, etc.) _____

Language fluency (language, level of fluency) _____

Skills (computer, machinery, tool use, etc.)

Summary Descriptors

Choose five keywords that BEST describe you and your work style, or write your own.

Hard working
Independent
Team player
Confident
Good communicator
Teacher
Dedicated

Experienced (___ years)
Organized
Effective
Experienced manager
Analytical
Flexible
Decisive

Creative
Enthusiastic
Detail-oriented
Resourceful
Innovative
Energetic
Skilled (describe which)

Other _____

References (if including)

Reference name _____

Reference title, company/relationship to applicant _____

Contact phone number _____

Contact email _____

Reference name _____

Reference title, company/relationship to applicant _____

Contact phone number _____

Contact email _____

Reference name _____

Reference title, company/relationship to applicant _____

Contact phone number _____

Contact email _____