

RESUME INFORMATION

Instructions: Answer as many of the questions as you can with as much information as possible. The resume should reflect your job skills, strong points, work experience, work accomplishments and education. Don't worry about leaving something blank if it doesn't apply to you.

Your complete name (as you would like it to appear on your resume)

Your complete address (street number and name, apartment number and zip code)

How can the employer reach you? Provide the complete telephone number, including the area code (if you don't have a phone, see me about voice mail)

What kind of work are you looking for? What is your main goal or objective? (For example, I am seeking full time work in nursing with an opportunity to advance)

WORK HISTORY

Are you currently employed? YES/NO PART TIME / FULL TIME
(Circle your answer)

Where are you currently employed? (Company name, city, and state)

Began ____/____/____ Position Title _____

EDUCATION

Education completed	Name of School	Year Finished
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1 2 3 4 5 6 7 8 9 10 11 (circle)_____

High School or GED_____

Vocational School_____

Attended some college_____ How many years?_____

Completed college_____

If you attended college, what was your major?_____

List any technical certificates, job training programs, company courses or seminars you have attended. Provide the complete name of the program and certificates and the year they were received.

Military Experience (country, branch of service, highest rank and number of years)

BRAG ABOUT YOURSELF!!! Are you a volunteer? What are your interests or hobbies? What awards or recognition have you received? What national organizations do you belong to? (Let the employer know you as a person)

Place of employment (company name, city, and state)

Began ___ / ___ / ___ ended ___ / ___ / ___ Position Title _____

Briefly describe the kind of work that you did (see example under current employment)

What part of the job did you do best? (See example under current employment)

Place of employment (company name, city, and state)

Began ___ / ___ / ___ ended ___ / ___ / ___ Position Title _____

Briefly describe the kind of work that you did (see example under current employment)

What part of the job did you do best? (See example under current employment)

Describe the kind for work that you do (For example: I am responsible for limited medical care and full personal care for 10 patients. I take temperatures, check blood pressure, give shots and provide medication. I also give sponge baths, help them get dressed and give messages.) Tell me as much as you can and feel free to use the back of the form if necessary. Continue to do the same for each place of employment provided.

What part of the job do you do best? (For example, I am comfortable with all kinds of people. I can make them feel at ease and even laugh.)

Previous work history (start with the most current and work backward):

Place of employment (company name, city, and state)

Began ___/___/___ ended ___/___/___ Position Title _____

Briefly describe the kind of work that you did (see example under current employment)

What part of the job did you do best? (See example under current employment)
