**Personal Information**

|  |  |
| --- | --- |
| **Full Name:** |  |
| **Street Address:** |  |
| **Second Address Line:** |  |
| **City, State Zip:** |  |
| **E-mail:** |  |
| **LinkedIn:** |  |
| **Home Phone:** |  |
| **Cell Phone:** |  |
| **Work Phone:** |  |

**Current Goals & Objectives**

What are your current job/career goals?

What type of position are you seeking? (Provide a job description if you have one; if you do not have a job description, indicate the first and second most important aspects of this job.)

Are you pursuing a specific industry? If so, which industry?

Do you speak, read or write in any foreign language? If so, please list them below.

**Is travel acceptable?**  Yes / No / Maybe

**Will you relocate?**  Yes / No / Maybe

**Work Experience**

**Please start with the most recent position,**

**moving in reverse chronological order**

### Position #1

|  |  |
| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Job title:** |  |
| **Dates of Employment:** |  |
| **Company Website:** |  |

#### Describe your responsibilities in the following areas for this position (not all areas may apply to you):

What was the most important aspect of this job?

What was the second most important aspect of this job?

Skills with People - Liaison/Interaction Responsibilities (Describe the nature of any interactions with customers, vendors, other departments, managers, etc. Use verbs whenever possible, e.g., coordinated, presented, informed, communicated.)

Skills with Things - Functional/Technical Responsibilities (Describe major job functions with equipment, methods, processes or applications. Describe what you did using verbs whenever possible, e.g., designed, operated, repaired, tested.)

Skills with Information - Administrative Responsibilities (Describe any administrative experience including record keeping, creating materials, policy development, organization, paper work, etc. Use verbs whenever possible, e.g., wrote, compiled, tracked, reported, organized.)

Skills with People - Supervisory/Training Responsibilities (Describe any supervisory and training experience - include the number of people. Indicate any form of direction, orientation, training or supervision that you provided -- formally or informally.)

#### Detail your accomplishments:

Were you instrumental in suggesting or implementing any new processes or procedures? If so, please describe.

### Position #2

|  |  |
| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Job title:** |  |
| **Dates of Employment:** |  |
| **Company Website:** |  |

#### Describe your responsibilities in the following areas:

What was the most important aspect of this job?

What was the second most important aspect of this job?

Skills with People - Liaison/Interaction Responsibilities (Describe the nature of any interactions with customers, vendors, other departments, managers, etc. Use verbs whenever possible, e.g., coordinated, presented, informed, communicated.)

Skills with Things - Functional/Technical Responsibilities (Describe major job functions with equipment, methods, processes or applications. Describe what you did using verbs whenever possible, e.g., designed, operated, repaired, tested.)

Skills with Information - Administrative Responsibilities (Describe any administrative experience including record keeping, creating materials, policy development, organization, paper work, etc. Use verbs whenever possible, e.g., wrote, compiled, tracked, reported, organized.)

Skills with People - Supervisory/Training Responsibilities (Describe any supervisory and training experience - include the number of people. Indicate any form of direction, orientation, training or supervision that you provided -- formally or informally.)

#### Detail your accomplishments:

Were you instrumental in suggesting or implementing any new processes or procedures? If so, please describe.

### Position #3

|  |  |
| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Job title:** |  |
| **Dates of Employment:** |  |
| **Company Website:** |  |

**Describe the responsibilities of this position**:

#### Detail your accomplishments:

Were you instrumental in suggesting or implementing any new processes?

Did something set you apart from others who have held the same position?

**Technical Skills**

#### Describe your computer experience:

Software Applications Used (Word, Excel, Outlook, etc.)

Platforms / Operating Systems (Windows, Unix, Mac OS, Linux, etc.)

Programming Languages (if applicable)

**Education**

### Education #1

|  |  |
| --- | --- |
| **School Name:** |  |
| **City / State:** |  |
| **Dates Attended:** |  |
| **Graduated:** |  |
| **Degree title:** |  |
| **G.P.A., Class Ranking:** |  |

### Education #2

|  |  |
| --- | --- |
| **School Name:** |  |
| **City / State:** |  |
| **Dates Attended:** |  |
| **Graduated:** |  |
| **Degree title:** |  |
| **G.P.A., Class Ranking:** |  |

### Seminar / Workshop / Training

|  |  |
| --- | --- |
| **#1** |  |
| **Name of Program:** |  |
| **Dates Taken:** |  |
| **Certificate Received:** |  |
|  |  |
| **#2** |  |
| **Name of Program:** |  |
| **Dates Taken:** |  |
| **Certificate Received:** |  |
|  |  |
| **#3** |  |
| **Name of Program:** |  |
| **Dates Taken:** |  |
| **Certificate Received:** |  |