

### 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:**

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**Address:**

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**Job title:**

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**Dates of Employment:**

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**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?

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What was the second most important aspect of this job?

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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.)*

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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.)*

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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**

<b>Employer:</b>	_____
<b>Address:</b>	_____
<b>Job title:</b>	_____
<b>Dates of Employment:</b>	_____
<b>Company Website:</b>	_____

**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?

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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.)*

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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.)*

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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.)*

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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.*

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**Position #3**

**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Job title:** \_\_\_\_\_

**Dates of Employment:** \_\_\_\_\_

**Company Website:** \_\_\_\_\_

**Describe the responsibilities of this position:**

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**Detail your accomplishments:**

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Were you instrumental in suggesting or implementing any new processes?

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

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## Technical Skills

### Describe your computer experience:

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

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

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Programming Languages (*if applicable*)

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## Education

### Education #1

School Name:

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City / State:

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Dates Attended:

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Graduated:

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Degree title:

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G.P.A., Class Ranking:

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### Education #2

School Name:

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City / State:

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Dates Attended:

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Graduated:

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Degree title:

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G.P.A., Class Ranking:

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## 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:** \_\_\_\_\_