

## RESUMÉ INFORMATION

Name	
Address	
City/State/Zip Code	
Phone Number	

Preferred Field of Employment?	
What Field is Second Choice?	
Permanent or Part-Time?	

## WORK HISTORY

*Begin with most recent employment:*

Employer Name	
City/State	
Dates of Employment	
Job Title	
Job Duties	

Employer Name	
City/State	
Dates of Employment	
Job Title	
Job Duties	

**WORK HISTORY CONTINUED:**

Employer Name	
City/State	
Dates of Employment	
Job Title	
Job Duties	

Employer Name	
City/State	
Dates of Employment	
Job Title	
Job Duties	

Employer Name	
City/State	
Dates of Employment	
Job Title	
Job Duties	

## EDUCATION

High School	
City/State	
Date Graduated	
GED Diploma	
Courses	

University/College	
City/State	
Dates of School	
Degree/Graduation	
Courses	

Vocational/Technical	
City/State	
Dates of School	
Certificate	
Courses	

**EDUCATION CONTINUED:**

Workshops/Seminars	
City/State	
Dates	
Certificates	
Courses	

**OTHER EXPERIENCE**

*(Volunteer, Hands On, Board Memberships or Offices Held, Etc.)*


**STRENGTHS/CHARACTERISTICS**


**REFERENCES**

<b>Name</b>	<b>Address</b>	<b>Phone Number</b>