



RÉSUMÉ 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

Name	Address	Phone Number