

PERSONAL INFORMATION

Name:
Address:
Phone #(s):
email:

Delete any Not Applicable:
US Citizen
No Health Problems
References Available
No Geographic Restrictions
Geographic Restrictions

EDUCATION

Fill in all information requested, starting with most recent degree first.

Degree #1:
School:
Graduated:
Major:
G.P.A.
Honorees:
Scholarships:
Offices Held:

Degree #2:
School:
Graduated:
Major:
G.P.A.
Honorees:
Scholarships:
Offices Held:

PROFESSIONAL INFORMATION

Professional Designation #1:
Date Certified:
Certifying Organization:

Professional Designation #2:
Date Certified:
Certifying Organization:

WORK EXPERIENCE

Starting from your most recent employer first, list all employers for whom you have worked, including dates of employment, title of position held, and key job accountabilities. In those cases where you have held more than one position with a given employer, indicate this by writing "Same" in the space provided for the employer's name. List such positions in reverse chronological order (starting with the most recent position first), again showing dates that positions were held and key job responsibilities.

Employer #1

Date Employed:

Employer:

Division:

Position Title:

Key Responsibilities:

Employer #2

Date Employed:

Employer:

Division:

Position Title:

Key Responsibilities:

Employer #3

Date Employed:

Employer:

Division:

Position Title:

Key Responsibilities:

ADDITIONAL INFORMATION REGARDING NEW POSITION

What are the educational requirements of the position (i.e., degree level and major)?

What is your educational background (e.e., degree level and major)?

Beyond the formal educational degree, is any special skill training required or preferred?

Have you had this special skill training? If so, describe the skill and nature of training you received.

What technical or scientific knowledge does the job require (i.e., polymer chemistry, Hay job evaluation, contract negotiation, Occupational Safety & health Act., etc):

In which of these areas are you knowledgeable? What is your level of knowledge or proficiency? What have you done that demonstrates this level or proficiency?

If a managerial position, what is the scope of experience required (i.e., functional areas managed, number of people and levels, budgets, etc.)?

Which of the above managerial experience requirements do you meet?

How many years of experience is sought and at what level? (By "level" I mean professional vs. managerial level.)

How many years of experience do you have at these levels?

JOB OBJECTIVE

Objective: An objective is often included in a resume but it is not necessary. (You may have an objective in mind or I may be able to create one for you.)