

## Resume Information Sheet

Please provide information in each area to the best of your ability.

Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Position Objective: \_\_\_\_\_

Employment History: (List chronologically in reverse, most recent first/next most recent, etc.)

A. Company Name: \_\_\_\_\_

City/State: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

From: Month/Year

To: Month/Year

Job Title(s): \_\_\_\_\_

Job Duties/Responsibilities (in detail)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Tools/Machinery/Equipment Used: \_\_\_\_\_

Skills: \_\_\_\_\_

Special Accomplishments: \_\_\_\_\_

B. Company Name: \_\_\_\_\_

City/State: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

From: Month/Year

To: Month/Year

Job Title(s): \_\_\_\_\_

Job Duties/Responsibilities (in detail)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Tools/Machinery/Equipment Used: \_\_\_\_\_

Skills: \_\_\_\_\_

Special Accomplishments: \_\_\_\_\_

C. Company Name: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_  
From: Month/Year To: Month/Year

Job Title(s): \_\_\_\_\_

Job Duties/Responsibilities (in detail)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Tools/Machinery/Equipment Used: \_\_\_\_\_

Skills: \_\_\_\_\_

Special Accomplishments: \_\_\_\_\_

D. Company Name: \_\_\_\_\_

City/State: \_\_\_\_\_

Dates Employed: \_\_\_\_\_  
From: Month/Year To: Month/Year

Job Title(s): \_\_\_\_\_

Job Duties/Responsibilities (in detail)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Tools/Machinery/Equipment Used: \_\_\_\_\_

Skills: \_\_\_\_\_

Special Accomplishments: \_\_\_\_\_

Educational Background: List highest degree or level attained first, and all descending order of importance.

College: \_\_\_\_\_

City/State: \_\_\_\_\_

Degree Awarded/Level Completed: \_\_\_\_\_ Year: \_\_\_\_\_

Level Completed: \_\_\_\_\_ Years Attended: \_\_\_\_\_

Major: \_\_\_\_\_ Honors: \_\_\_\_\_

Additional Courses: \_\_\_\_\_

High School: \_\_\_\_\_

City/State: \_\_\_\_\_

Level Completed: \_\_\_\_\_ Year: \_\_\_\_\_

Courses: \_\_\_\_\_ Honors: \_\_\_\_\_

Additional Courses: \_\_\_\_\_

Professional Licenses or Certifications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Awards: \_\_\_\_\_

Military Service (Optional): \_\_\_\_\_

Languages: (Fluency and Comprehension): \_\_\_\_\_

Professional, Civic or Fraternal Affiliations: \_\_\_\_\_

Volunteer Activities: \_\_\_\_\_