

RÉSUMÉ BUILDER: The questions below ask for much of the same information you will need when you go to complete an employment application. Having this information in one place will make the process easier. Once complete, this form will also be a great start for your résumé!

PERSONAL INFORMATION

Name: First _____ Middle _____ Last _____

**Know your Social Security number. Many employers require one before they will consider your application. Don't write it here, or put it in a résumé.*

Mailing address: _____

City: _____ State: _____ ZIP: _____

Phone number(s): _____

E-mail address: _____

EDUCATION & TRAINING

High school: _____ Year grad. _____

Street: _____

City: _____ State: _____ ZIP: _____

Special classes, training or activities: _____

College / Technical: _____

Street: _____

City: _____ State: _____ ZIP: _____

Major, certifications, training or activities: _____

PREVIOUS EMPLOYMENT & EXPERIENCE

Business name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone number: _____ Your position/title: _____

Your supervisor: _____ Employed from: _____ to _____

Business name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone number: _____ Your position/title: _____

Your supervisor: _____ Employed from: _____ to _____

SKILLS, CERTIFICATIONS, COMMUNITY SERVICE, HOBBIES:

REFERENCES:

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____