

Personal Résumé Information

A Record for Job Seekers



JOB LEADS

Employer	Phone	Contact Person	Results

PERSONAL DATA

Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____

Message: (_____) _____

E-Mail: _____

Days/Hours Available: _____

Job Objective: _____

Salary Range: _____

Professional/Civic Organizations: _____

Work Limitations: _____

WORK HISTORY

JOB 1. (most recent)

Employer: _____

Address: _____

Telephone: (_____) _____

E-Mail: _____

Job Title: _____

Dates: _____ to _____

MO/YR

MO/YR

Salary: _____

Beginning

Ending

Supervisor: _____

Reason for Leaving: _____

Job Duties: _____

Machines/Tools: _____

Factors Liked

Factors Disliked

NOTES

REFERENCES

1. Name: _____
Employment: _____
Job Title: _____
Address: _____

Telephone/E-Mail: _____
How long have you known this person? _____
2. Name: _____
Employment: _____
Job Title: _____
Address: _____

Telephone/E-Mail: _____
How long have you known this person? _____
3. Name: _____
Employment: _____
Job Title: _____
Address: _____

Telephone/E-Mail: _____
How long have you known this person? _____
4. Name: _____
Employment: _____
Job Title: _____
Address: _____

Telephone/E-Mail: _____
How long have you known this person? _____

WORK HISTORY

JOB 2.

Employer: _____

Address: _____

Telephone: (_____) _____

E-Mail: _____

Job Title: _____

Dates: _____ MO/YR to _____ MO/YR
Beginning Ending

Salary: _____

Supervisor: _____

Reason for Leaving: _____

Job Duties: _____

Machines/Tools: _____

Factors Liked

Factors Disliked

WORK HISTORY

JOB 3.

Employer: _____

Address: _____

Telephone: (_____) _____

E-Mail: _____

Job Title: _____

Dates: _____ MO/YR to _____ MO/YR
Beginning Ending

Salary: _____

Supervisor: _____

Reason for Leaving: _____

Job Duties: _____

Machines/Tools: _____

Factors Liked

Factors Disliked

MISCELLANEOUS

Explanation of Work Gaps

Dates	Reason

Professional Accomplishments/Awards: _____

Questions to Ask at Interview

1. _____

2. _____

3. _____

4. _____

WORK HISTORY

JOB 4.

Employer: _____

Address: _____

Telephone: (_____) _____

E-Mail: _____

Job Title: _____

Dates: _____ MO/YR to _____ MO/YR
Beginning Ending

Salary: _____

Supervisor: _____

Reason for Leaving: _____

Job Duties: _____

Machines/Tools: _____

Factors Liked

Factors Disliked

EDUCATION AND TRAINING

School	Name/Address	Dates	Field of Study	Years/Hours Comp.	GPA	Degree
Secondary						
College			Major			
College			Minor			
College			Major			
College			Minor			
Other						
Other						

GED _____

Date Received _____

Location _____

Professional Licenses/Certificates: _____

(Valid Through) _____

(Valid Through) _____

OTHER WORK HISTORY

Employer	Dates	Job Title	Reason for Leaving
1.			
2.			
3.			
4.			

SKILLS

Job Content _____

Transferable _____

Self Management _____

MILITARY

Branch _____ Rank _____

Dates _____ to _____

Job Titles	Duties

Machines/Tools _____

VOLUNTEER WORK

Organization	Duties/Responsibilities