

Name

Street Address, City, Zip Code

Phone Number

E-mail Address

List your career objectives. (What job position would you like to obtain and why)

List past education history (high school, community college, 4 year college, military service), years attended, and did you graduate?

List all employment history including volunteer work. Be sure to include the position you held, start date to end date, manager's name, and job tasks.

List 3 or more references. Include name, occupation, address/phone number, and their relation to you. (You can use past employers, friends, teachers, etc. Avoid using family members)

List any special service skills or training you have received. (Give detail of your skills)

List any programs you have worked with or are trained in computers, software (Microsoft Word, Access, Excel, and PowerPoint), etc.