



Career Mobility Office Resume Preparation

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What is the Purpose of a Resume

Purpose

What is the purpose of a resume?

It has several purposes actually. One is to show the potential employer that you have the skills, knowledge, experience and education needed to do the job. Another purpose is to show the employer that you are able to do the job. The neatness and organization of the resume will also let the employer know how you feel about your work. After all, your resume may be the first sample of your work that the employer will see.

Information

What information do you include in a resume?

Your resume should start out with your name, address, and telephone number. After that you have several options. If you feel you have strong skills that have been acquired over several jobs you may want to start off with a section called "Summary of Skills". Otherwise you can move on to work experience. Work experience should be listed in reverse chronological order (start with the most recent and work your way back in time). Indicate your title, agency, city, state, and years. Use action words to describe your experience. Show the employer that you can do the job by listing accomplishments. Remember to keep the information relevant to the job you are applying for.

Next you should list your education. Start with the highest level of completed education. If you have a college degree you do not need to list high school. Do not put years next to your degrees. Put the name of the school, city and state next to the degree. You can also list any additional courses or classes you have taken if they are relevant to the job you are applying for.

If you are currently a member of a professional group you can add the section "Professional Affiliations" next and list the names of the organizations.

Styles

Various styles of resumes present information differently.

- Chronological style resumes basically list your work history followed by a brief description of your experience. This style is simple and easy to follow.
- Functional style resumes focus on your skills and minimize your work history. This style is good if you have had the same job for a long time and have developed strong skills.
- Performance style resumes are a combination of the chronological and functional style. They start out with a summary of skills and then move on to the actual work experience. This style allows you to provide more information to the employer but you must be careful not to repeat yourself.

Dynamite Resumes

The purpose of a resume is to.....

- Create enough interest so the employer schedules an interview you
- Advertise your best qualities
- Show that you have the skills the employer is looking for

STEP ONE: IDENTITY YOUR SKILLS

Skills and abilities can come from many sources: current and past jobs, volunteer and community activities, military experience, and education. To help identify your skills, ask yourself the following questions:



HELPFUL HINT:

You are NOT your job title! Think of all your life skills

1. What skills are required to do your current job?
2. What skills were required to do your previous jobs?
3. Are you organized and able to get things done?
4. Do your co-workers consider you a team player?
5. Are you computer literate?
6. Are you a problem solver?

When writing skill statements it is best if you use action words like prepare, establish, direct and schedule. Other examples of good working skills would be efficient, effective, reliable, responsible and organized. These skills you have identified should now be incorporated into your work experience.

STEP TWO: WORK EXPERIENCE

List your most recent employment first! Basic data such as your current job title, years in the position, agency and location should be included. Then write a brief description of your duties. Be sure to incorporate all the skills you have learned with your job duties!

Example:

June 1998 – Present

Keyboard Specialist, Department of Civil Service, Albany, NY

- Prepare and edit outgoing correspondence and travel vouchers
- Establish office procedures, set up files, direct calls, schedule meetings, and maintain office calendars
- Knowledgeable and skilled in Microsoft Word, Access, and Excel
- Organized, efficient, and strong interpersonal skills



HELPFUL HINT: Do not list jobs beyond 10 – 12 years.

STEP THREE: EDUCATION, MILITARY, and COMMUNITY EXPERIENCE

- List your most recent education. Indicate the degree received, and concentration of area studied, the school, city and state. (If degree was earned, you do not need to include your high school education.)
- Military experience should be listed as: Rank and Branch of Service
- List only current community activities if relevant.



**HELPFUL HINT: DO NOT
INCULDE DATES WITH YOUR**

EXAMPLES:

Bachelor of Science, Public Administration
Empire State College, Albany, New York

OR

Associate in Applied Science, Executive Secretarial
Hudson Valley Community College, Troy, New York

Private First Class, United States Army

PTA Board Member, Okte Elementary, Shenendehowa Central School

**PUTTING IT ALL TOGETHER
(SEE ATTACHED SAMPLES)**

- Put your name, address and current daytime telephone number at the top of the resume. If you include your work telephone number, be sure you have permission to receive calls at your current place of employment.
- Next list your work experience, most recent first!
- Do NOT include personal information (IE: married, height, weight, etc.)

**EDIT CAREFULLY! BE SURE TO HAVE SOMEONE PROOFREAD
YOUR RESUME**

- Use good quality paper to print it on
- Use a 12 point (easy to read) font. One font style only!
- 1 – 1 ½ page length is acceptable
- Keep it focused
- Always send a cover letter with your resume

ACTION WORDS

Accelerated	Defined	Inspired	Purchased
Accomplished	Delivered	Instigated	Recommended
Achieved	Demonstrated	Instituted	Reconciled
Acquired	Designated	Instructed	Recruited
Adapted	Designed	Insured	Redesigned
Addressed	Determined	Integrated	Reduced
Administered	Developed	Interpreted	Regulated
Advised	Devised	Interviewed	Reorganized
Analyzed	Directed	Introduced	Represented
Applied	Discovered	Invented	Researched
Appointed	Distributed	Investigated	Resolved
Approved	Documented	Launched	Restored
Arranged	Earned	Located	Reviewed
Assessed	Effected	Maintained	Revised
Assigned	Eliminated	Managed	Revitalized
Assisted	Employed	Marketed	Scheduled
Attained	Enforced	Mediated	Secured
Audited	Engineered	Mobilized	Served
Augmented	Established	Modified	Set Up
Authored	Evaluated	Monitored	Sold
Bought	Examined	Motivated	Solved
Broadened	Executed	Negotiated	Specified
Built	Exercised	Obtained	Sponsored
Calculated	Expanded	Operated	Staffed
Centralized	Expedited	Ordered	Stimulated
Clarified	Extracted	Organized	Strengthened
Collaborated	Financed	Originated	Structured
Completed	Forecasted	Participated	Studied
Composed	Formed	Performed	Suggested
Conceived	Formulated	Pinpointed	Summarized
Condensed	Found	Pioneered	Supervised
Conducted	Founded	Planned	Surveyed
Consolidated	Fulfilled	Prepared	Tailored
Consulted	Generated	Presented	Taught
Contracted	Guided	Processed	Terminated
Contributed	Handled	Procured	Tested
Controlled	Hired	Produced	Trained
Converted	Identified	Programmed	Translated
Coordinated	Implemented	Projected	Undertook
Corrected	Improved	Proposed	Unified
Created	Improvised	Proved	Utilized
Cultivated	Increased	Provided	Verified
Cut	Influenced	Published	Won
Decreased	Initiated		Wrote

SAMPLE COVER LETTER

1312 Open Road Lane
Schenectady, NY 12305

June 21, 2004

Mr. William Hines
Personnel Administrator
Division of Personnel
Department of Motor Vehicles
6235 Swan Street
Albany, NY 12229

Dear Mr. Hines:

I would like to apply for the position of Secretary 1 (posting #32214) within the Bureau of Financial Administration. I am currently a Keyboard Specialist 2 and meet the qualifications for transfer via Section 70.1 of the Civil Service Law. A copy of my resume is enclosed detailing my work history and experience.

I have over five years experience as a Keyboard Specialist 2 and three of those years I worked in the Budget Office of my current agency. I am used to a fast paced office and enjoy working as part of a team. I am an experienced user of a variety of computer software that helps me to be very efficient in my job.

If you have any questions regarding my work history and experience, please do not hesitate to call. I look forward to hearing from you regarding an interview.

Sincerely,

May J. Jones

(CHRONOLOGICAL RESUME SAMPLE)

Betty Boo

7 Fun Place

Lollopoville, New York 11100

Daytime: 518-999-9999 Evening: 518-777-7777

Work Experience:

Administrative Aide

1999 - Present

Office of General Services, Albany, New York

- Supervise staff, rotate assignments and cross train staff to ensure a team effort for continued office production. Work closely with Personnel in resolving concerns with leaves, time and attendance and workers' compensation issues.
- Work as part of a team to analyze production problems, study workload versus production, equipment, and manpower. Production deadlines and workloads were met by developing a rotating shift that increased production while staying within projected expenditures.
- Coordinate requests for all printing jobs received from State Agencies. Process purchase requisitions and knowledgeable of New York State purchasing policies. Customer service representative for problem solving and resolving issues.
- Liaison between OGS Central Printing and technical staff from printing supply companies. Provide assistance and information on policies and procedures.

Secretary 1

1984 - 1999

Office of General Services, Albany, New York

- Coordinated and organized activities of office staff to ensure proper functioning of district office operations.
- Audited expense accounts and vehicle records for accuracy and completeness
- Arranged computer and technical training for district office employees
- Drafted, edited and typed correspondence. Maintained office calendar, scheduled meetings, and made all travel arrangements.

Stenographer

1981 - 1984

Health Department, Albany, New York

- Transcribed and typed letters, memos and reports from Dictaphone
- Answered telephone inquiries.
- Setup and maintained file system.

Education:

Hudson Valley Community College, Troy, New York
A.A.S. Medical Secretarial Science

(CHRONOLOGICAL RESUME SAMPLE)

Lee Stephens

1111 North Hill Street, Radcliff, Kentucky 40100 (502) 351-0000

Objective

Corrections Rehabilitation Counselor

Summary of Qualifications

Master's degree in Counseling. Bachelor of Science degrees in Criminal Justice and Psychology.

Over 20 years of experience in corrections.

Excellent interpersonal skills with staff and inmate population and sensitive to their problems and counseling needs. A proven team-player who works well with people and can be counted on in any type of situation.

Professional Experience

FEDERAL CORRECTION FACILITY Any City, USA

Deputy Education Director & Operations Officer Mar 92 – Present

- Counseled inmates and correlated day-to-day administrative operations for this facility which provided vocational training and educational classes to prisoners. As Custody Control Administrator, handled all disciplinary problems, maintained a roster of all day and evening students/inmates and instituted a system to monitor student's progress and course completion. Developed and established a program to provide evening college classes. Coordinated with local universities to contract instructors.
- As Assistant Test Control Officer, administered and graded GED, DANTE, and ASIP tests. Awarded high school diploma, college semester hours, or certified students in vocational areas such as auto mechanics. Occasionally escorted prisoners into the city to take tests that could not be provided by any other means.
- Supervised six subordinate administrative employees. Acted as liaison to ten contracted teachers and resolved problems.
- Coordinated and established an inmate barber shop which resulted in an annual savings of \$10,000.
- Consistently received commendable/outstanding ratings during security and safety inspections.
- Selected to attend Correctional Management Training which was usually reserved for prison wardens and correctional administrators.
- Coordinated and implemented educational programs for inmates to return them to civilian life with better employment skills.

FEDERAL CORRECTION FACILITY Any City USA

Correctional Counselor July 8 – Mar 92

- As Counselor, had a case-load of approximately 150 inmates; counseled each inmate at least twice a month and provided advice concerning their personal problems. Counseled and advised families, arranged visits, and occasionally assisted spouses find lodging near the facility.
- Escorted and closely supervised inmates who were allowed to return home during times of family emergencies or death. Sat on Disciplinary Board and Parole Board and made recommendations for clemency, parole, etc., based upon thorough knowledge of each case. Issued medications and maintained an accurate, detailed record of medications which were dispensed. Served on the Classification Board; after careful review of records, made recommendations for custody-level of new arrivals and determined appropriate work assignments.

STATE CORRECTION FACILITY Any City, USA

Chief of Employment Branch Dec 80 – Jul 86

- Supervised 11 staff personnel and evaluated their performance. Provided employee training, guidance and counseling.
- Managed the office responsible for providing work details to the community. Inmate details included such tasks as mowing grass, providing office-building maintenance, shop work, and routine repairs.
- Counseled and evaluated approximately 130 inmates. Ensured that prisoners' surroundings were secure at all times. Monitored their activities and assigned employment details based on the inmate's background and custody level. Assigned guards to escort prisoners.
- Attended weekly staff meetings with superiors and made recommendations. Attended semi-monthly in-service training sessions on various topics including riot control, apprehension planning and practice exercises, use of gas masks, and survival training.

REGIONAL CORRECTION FACILITY Any City, USA

Chief of Prisoners' Service & Supervision Branch May 76 – Dec. 80

- As Chief of Prisoners Service Branch, supervised 25 employees. Assigned duties and evaluated job performance. Provided employee training and counseling. Managed the administration office, prisoner property and funds section, supply room, mail room, and probation and parole sections. Supervised all aspects of prisoner's processing into and out of the Regional Correctional Facility.
- As Chief of Supervision Branch, supervised and managed the guard force consisting of 110 personnel. Awarded *Best Safety Program* twice in one year.
- Devised, developed, and implemented the Vocational Employment Training Program for minimum custody inmates. Work site supervisors provided inmates with on-the-job-training in such areas as carpentry and plumbing. At the end of the program, inmates were given certificates to be used for future employment stating they had received vocational training in particular areas.
- Developed, staffed, and implemented an Escort Section which increased security and provided excellent inmate accountability. Supervised three guards whose responsibilities included scheduling appointments and escorting prisoners to medical and legal appointments.

Education

UNIVERSITY OF KENTUCKY Lexington, KY

Master of Arts in Counseling

EASTERN KENTUCKY UNIVERSITY Richmond, KY

Bachelor of Science in Criminal Justice

Bachelor of Science in Psychology

Addendum containing information on additional training courses is available upon request.

(PERFORMANCE SAMPLE RESUME)

James A. Warlow

71 Martin Avenue
Melbourne, FL 32934
(407) 752-0808

COMPUTERS

Over 12 years experience in writing, modifying and troubleshooting computer programs.

- Hardware: Hewlett Packard, UNISYS A-9, WANG VS85, IBM PC/XT, COMPAQ 386, MS DOS, Windows, IBM 370/168
- Software Utilities: Q-Edit, Supertool, Formation, DBGENRL, Formspec, Query, Work Flow Language (WFL), Command-Edit (CANDE), Generalized Message Control System (GEMCOS), Test Control Language (TCL), OBS Wylbur, JCL, INFORM
- Operating Systems: MPE, OS/MVS
- Languages: COBOL, dBASE III Plus, Pascal, Basic, Visual Basic
- Databases: Image databases, KSAM files, MPE files, Omnidex database

QUALIFICATIONS

- Strong troubleshooter; able to identify problems, diagnose causes and determine corrective actions while on-call during the weekend payroll processing at Lockheed.
- Quick learner; able to grasp new concepts in programming very quickly.
- Able to maintain and meet time requirements in zero-error tolerance environments.
- Extremely hardworking and dedicated to enhancing skills as a programmer.
- Comfortable consulting with clients to determine their needs and priorities.

HIGHLIGHTS OF ACHIEVEMENTS

Martin Space Corporation: Employee of the Quarter three times with commendations for development of database systems that allow for smooth transitioning of company procedures.

- Developed an incentivized staff reduction program system and a reduction in force system, providing on-line access to files used in implementing batch procedures during layoffs.
- Developed and implemented a Bonus in Lieu of Payment system (BILOP) providing users with automated access in producing bonus pay checks.
- Developed and implemented a Salary Information Retrieval System to evaluate company salaries against the rest of the nation.

Computer Systems, Inc., and Computer Corporation:

- Programmer/Analyst on contract to United States Navy's Integrated Disbursing and Accounting Financial Information Processing System (IDAFIPS).
- Analyzed customer Task Orders and Design Specifications to develop, test, and maintain COBOL application software.

Shinney Corporation:

- Designed, programmed and implemented on-line systems for Hospital Risk Management used to trace accidents within hospitals and Insurance Claims Indexing used to process customers' insurance claims.

PROFESSIONAL PROFILE

Martin Space Corporation, Boston, Massachusetts – 03/15/90 to Present

Computer Programmer Analyst – 03/16/96 to Present

Management Systems Coordinator Senior – 01/07/95 to 03/15/96

Computer Programmer Senior – 03/15/90 to 01/06/95

- Produced W-2s, Union wage adjustments, merit increases, payroll processing and maintained personnel systems and timecard systems.
- Assisted in transitioning several hundred contract employees into LMSO's employ.
- Coordinated and oversaw wage adjustments for specific jobs for the Department of Labor.
- Supported implementation of a cafeteria type benefit system.
- Assisted in implementing a call-in program for LMSO.

Computer Systems, Inc., Melbourne, Florida – 04/89 to 12/90

Systems Engineer/Programmer

- Provided training to new personnel as needed.
- Maintained program Design Specifications to include System Change Request (SCR).

Computer Corporation, Melbourne, Florida – 09/87 to 04/89

Member of Technical Staff/B Programmer

- As Programming Team Leader, supervised three programmers and one test data developer.

Shinney Corporation, Huntsville, Alabama – 07/85 to 09/87

Consultant/Programmer

Environmental Protection Agency, Washington, D. C. - 06/82 to 12/82 & 06/83 to 12/83

Student Assistant

- Programmed in PL/1, JCL, and Utilities with OBS Wylbur for the Operations, Facilities Requirements Division – Priorities and Needs Assessment Branch.
- Assisted data processing personnel in producing the 1984 Needs Survey for Congress, which was used to allocate federal funds for building waste water treatment plants.

EDUCATION

Bachelor of Science in Systems Science – 1984

University of Florida, Gainesville, Florida

Associate of Arts in Computer Science – 1981

Gainesville Community College, Gainesville, Florida

(PERFORMANCE RESUME SAMPLE)

Sandy A. Secretary

5509 Third Avenue
Kinkaid, NJ 00000
(555) 555-5555

SUMMARY OF QUALIFICATIONS

- 5 Years of office support experience in diversified environments.
- Graduate of the Drexel Institute of Business Administration.
- Demonstrated planning and organizational skills.
- Able to work in a fast-paced setting, under tight deadlines.
- Excellent phone manner, relate well with clients.
- Extremely dependable, conscientious, and detail-oriented.
- Computer knowledge: WordPerfect 5.1, dBase III Plus, VP Planner, Lotus 1-2-3

OFFICE SKILLS

-Typing/Word Processing, 60 wpm	-Appointment Scheduling	-Desktop Publishing
-Record Keeping/File Maintenance	-Speedwriting, 80 wpm	-Cash Management
-Multi-Line Phone Systems	-Medical/Legal Terminology	-Transcription
-Database Management/Spreadsheets	-Travel Planning	-Billing

OFFICE ADMINISTRATION AND PLANNING

- Coordinated with travel agency to book business trips for Damian Management Company employees.
- Organized and coordinated business meetings and holiday parties for up to 40 people.
- Ordered office supplies and maintained inventory.
- Maintained Pitney Bowes postage machine and generated end-of-day status reports; distributed incoming mail and processed outgoing mail.

RECORD KEEPING, CASH MANAGEMENT, AND CORRESPONDENCE

- Maintained information on employee sick days/late time for payroll records.
- Opened and closed real estate and litigation files; prepared legal documents; typed police discoveries.
- Documented monetary transactions at lawyer's office and handled billing, performed cash and credit transactions for physical therapy practice.

TELEPHONE AND COMMUNICATION SKILLS

- Skillfully managed busy 20-line phone system, with 55 extensions, for environmental subcontracting company; provided information and routed calls.
- Elicited information from utility clients wishing to participate in energy conservation programs; entered data into computer.
- Handled incoming calls at law office; scheduled/confirmed appointments; took detailed messages.
- Scheduled and confirmed medical appointments, responded to patients' inquiries.

WORK HISTORY

Office Assistant/Receptionist	The Damian Management Co., Kinkaid, NJ	1992-Present
Secretary	Lance Owens, Esquire/Prosecutor, Elcron, NJ	1992
Receptionist	Craigston Physical Therapy, Parlton, NJ	1990-1991

EDUCATION

Graduate, Office Technology Program, The Drexel School of Business Administration, Hilton NJ

(FUNCTIONAL RESUME SAMPLE)

Janet M. Mirror

428 Main Street, Elmira, NY 12345

(607) 555-5555 (Home)

(607) 555-4444 (Work)

Career Profile

- Proven administrative, secretarial and general office experience.
- Strong background in all aspects of customer service and support.
- Knowledge of computers: Microsoft Word, PageMaker, File Maker.
- Outstanding typing skills (85 WPM); proficient in use of office equipment.
- Efficient and good natured; excellent reputation with all former employers.

Skills and Abilities

- Provided administrative and secretarial support in various office environments.
- Provided secretarial support for Assistant Vice President as well as task groups and committees.
- Responsible for the organization and efficient processing of bulk mailings to customers.
- Utilized efficient and courteous customer service in both retail and business settings.
- Processed orders, entered and retrieved data using both PC's and mainframe computers.
- Facilitated spreadsheet and database management for Assistant VP of Marketing/Public Affairs.
- Coordinated provision of communications materials for all segments of the medical center.
- Gained exposure to all aspects of sales, marketing, promotion and public relations activities.
- Maintained accurate, up to date comprehensive and confidential files and records.
- Opened and routed mail to appropriate departments within the company.
- Coordinated and managed multiple priorities and projects on a timely basis.
- Answered busy telephones, directed and routed calls, and scheduled appointments.

Work History

1993 – Present	General Office Clerk	Elmira Power Company, Elmira, NY
1989 – 1993	Receptionist/Clerk	James Company, Elmira, NY
1988 – 1989	Office Assistant	Temporary Services, Elmira, NY
1986 – 1988	Secretary	Elmira Health Services, Elmira, NY
1980 – 1986	Receptionist/Typist	Elmira Paper Company, Elmira, NY
1978 – 1978	Customer Service Clerk	Precision Company, Elmira, NY

Education

Elmira Community College, Elmira, NY
A.A.S., Secretarial Science

Precision Company, Elmira, NY
Various Customer Service Seminars

Elmira Health Services, Elmira, NY
Attended various Secretarial Seminars
Obtained JET Proofreading Certificate

(FUNCTIONAL RESUME SAMPLE)

Bob Chrysler

Vermont Street, Apt. 6-PE
Washington Heights, NY 11372
(718) 651-1906
webmaster@earthpool.com

COMPUTER SKILLS

- HTML
- JavaScript
- Photoshop
- HP Deskscan
- Frontpage
- PowerPoint
- GIF Animator
- Telnet
- Unix
- Outlook
- Virtual WebTrends
- Web Site Promotion
- Perl
- Java

PROFESSIONAL EXPERIENCE

Web Master

Earth Pool

April 2003 - Present
New York, NY

- Supervised the design, content, promotion and programming of "Earth Pool Online," the site called "a damn good reason to log on" by *Wired Magazine*
- Redesigned and restructured the site's look and created interactive search engine and order form
- Constructed interactive banners which appeared on Lycos, Altavista, Yahoo! and JobTrak

Web Designer

Network Travel Corp

February 2001 - March 2003
New York, NY

- Created and maintained web pages for international tourist bureaus such as Rivertours and EZ Travel, luxury hotels and cruise lines including Novotel, Marriott and Princess
- Created graphic and multimedia elements in both Java Shockwave internet languages
- Wrote extensive copy for websites as well as client and sales presentations

Database Manager

Columbia University Off-Campus Housing

October 1998 - May 2001

New York, NY

- Compiled and maintained database lists of over 2500 apartment, hotel and broker listings
- Assisted students and real estate agencies on locating apartments and navigating housing resources
- Developed and applied expert knowledge of New York City real estate

EDUCATION

BFA with a minor in Computer Applications, 2002

Columbia University, New York, NY

The Instant Resume Worksheet

Directions: This worksheet will help you organize the information you need to complete a simple chronological resume. It also provides the basis for a skills resume. Write out rough drafts for each of the more complicated sections that follow. Then complete the form with content close to that you want to use in your resume.

Identification

Name: _____

Home address: _____

_____ Zip: _____

Phone number and location (i.e.: home, work, cell):

() _____

Alternative phone number and location:

() _____

Job Objective (optional)

Work, Military, and Volunteer Experience

Begin with you most recent job.

Name of organization: _____

Address (City, State): _____

Dates employed: _____

Job title(s): _____

Details of any special projects: _____

Team projects: _____

Special skills this job required: _____

List what you accomplished or did well: _____

Work, Military, and Volunteer Experience

Begin with you most recent job.

Name of organization: _____

Address (City, State): _____

Dates employed: _____

Job title(s): _____

Details of any special projects: _____

Team projects: _____

Special skills this job required: _____

List what you accomplished or did well: _____

Work, Military, and Volunteer Experience

Begin with you most recent job.

Name of organization: _____

Address (City, State): _____

Dates employed: _____

Job title(s): _____

Details of any special projects: _____

Team projects: _____

Special skills this job required: _____

List what you accomplished or did well: _____

Work, Military, and Volunteer Experience

Begin with you most recent job.

Name of organization: _____

Address (City, State): _____

Dates employed: _____

Job title(s): _____

Details of any special projects: _____

Team projects: _____

Special skills this job required: _____

List what you accomplished or did well: _____

Education and Training

Begin with the highest level or most recent.

Institution name: _____

City and State/province (optional): _____

Degree or certificate earned: _____

Relevant courses, awards, achievements, and experiences: _____

College/Post –High School

Institution name: _____

City and state/province (optional): _____

Degree or certificate earned: _____

Relevant courses, awards, achievement, and experiences: _____

High School

This is optional if you attended college.

Institution name: _____

City and state/province (optional): _____

Degree or certificate earned: _____

Relevant courses, awards, achievements, and experiences: _____

Armed Services Training and Other Training or Certification

Specific things you can do as a result: _____

Professional Organizations (Current)
