

## Résumé Builder

Given Name:	Phone Number (including area code)
Street Address:	Email Address:
City, State, Zip (no abbreviations)	Fax Number:

### CAREER OBJECTIVE:

(A statement clarifying what type of work you are looking for. For suggestions, look in any of the résumé books in the Resource Room)

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### SKILLS SUMMARY:

(List 4-6 of your best skills)

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### WORK EXPERIENCE:

(Start with most recent employment, go back as far as 15 years or 3-4 employers)

Name of Business/Company			
Street Address		City, State, Zip	
Date Started	Date Ended	Beginning Salary	Ending Salary
Job Title			
Duties Performed: _____			
_____			
_____			

Name of Business/Company			
Street Address		City, State, Zip	
Date Started	Date Ended	Beginning Salary	Ending Salary
Job Title			
Duties Performed: _____			
_____			
_____			

**WORK EXPERIENCE (continued):**

Name of Business/Company			
Street Address		City, State, Zip	
Date Started	Date Ended	Beginning Salary	Ending Salary
Job Title			
Duties Performed: _____			
_____			
_____			
_____			

Name of Business/Company			
Street Address		City, State, Zip	
Date Started	Date Ended	Beginning Salary	Ending Salary
Job Title			
Duties Performed: _____			
_____			
_____			
_____			

**MILITARY HISTORY:**

Year Separated:	
Rank Rate:	Branch Of Service:
Security Clearance If Any:	
Outstanding Decorations Or Awards:	
Special Assignments Or Campaigns:	
Special Talents Or Abilities:	

**SPECIALIZED TRAINING/CREDENTIALS:**

_____
_____
_____
_____
_____

**EDUCATION:**

(Start with most recent education)

School Name		
Street Address		City, State, Zip
Date Started	Date Completed	Course of Study
Degree, Certification or License Obtained		
Honors/Accomplishments		

School Name		
Street Address		City, State, Zip
Date Started	Date Completed	Course of Study
Degree, Certification or License Obtained		
Honors/Accomplishments		

School Name		
Street Address		City, State, Zip
Date Started	Date Completed	Course of Study
Degree, Certification or License Obtained		
Honors/Accomplishments		

**REFERENCES:**

(Provide at least 3 people with whom you have worked or who know you well - no relatives. Be sure to ask permission before using someone as a reference)

Name	Phone Number
Street Address	Email Address
City, State, Zip	Occupation/Title

Name	Phone Number
Street Address	Email Address
City, State, Zip	Occupation/Title

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