

PERSONAL INFORMATION

Name _____

Address _____

City _____ State _____ Zip _____

If at this address less than 2 years:

Previous Address _____

City _____ State _____ Zip _____

Phone number (h) (_____) _____ - _____

(w) (_____) _____ - _____

Date of birth ____/____/____
mo day year

Place of birth City _____ State _____

U.S. citizen Yes _____ No _____

Social Security number _____ - _____ - _____

Visa number _____ Visa type _____

PROFESSIONAL EXPERIENCE

Employer 1

Name _____

Address _____

City _____ State _____ Zip _____

Job title _____

Reported to _____

Dates of employment From ____/____/____ To ____/____/____
mo day year mo day year

Reason for leaving position

Recommendation available Yes _____ No _____

1. Contact name _____

Contact title _____

2. Contact name _____

Contact title _____

Duties and responsibilities

1. _____

2. _____

3. _____

4. _____

5. _____

Technology used (software, telecommunication systems)

Equipment used (tools, machinery, hardware)

Accomplishments (qualify in terms of concrete employer-related benefits)

1.

2.

3.

4.

5.

PROFESSIONAL EXPERIENCE

Employer 2

Name _____

Address _____

City _____ State _____ Zip _____

Job title _____

Reported to _____

Dates of employment From ____/____/____ To ____/____/____
mo day year mo day year

Reason for leaving position

Recommendation available Yes _____ No _____

1. Contact name _____

Contact title _____

2. Contact name _____

Contact title _____

Duties and responsibilities

1. _____

2. _____

3. _____

4. _____

5. _____

Technology used (software, telecommunication systems)

Equipment used (tools, machinery, hardware)

Accomplishments (qualify in terms of concrete employer-related benefits)

1.

2.

3.

4.

5.

PROFESSIONAL EXPERIENCE

Employer 3

Name _____

Address _____

City _____ State _____ Zip _____

Job title _____

Reported to _____

Dates of employment From ____/____/____ To ____/____/____
mo day year mo day year

Reason for leaving position

Recommendation available Yes _____ No _____

1. Contact name _____

Contact title _____

2. Contact name _____

Contact title _____

Duties and responsibilities

1. _____

2. _____

3. _____

4. _____

5. _____

Technology used (software, telecommunication systems)

Equipment used (tools, machinery, hardware)

Accomplishments (qualify in terms of concrete employer-related benefits)

1.

2.

3.

4.

5.

PROFESSIONAL EXPERIENCE

Employer 4

Name _____

Address _____

City _____ State _____ Zip _____

Job title _____

Reported to _____

Dates of employment From ____/____/____ To ____/____/____
mo day year mo day year

Reason for leaving position

Recommendation available Yes _____ No _____

1. Contact name _____

Contact title _____

2. Contact name _____

Contact title _____

Duties and responsibilities

1. _____

2. _____

3. _____

4. _____

5. _____

Technology used (software, telecommunication systems)

Equipment used (tools, machinery, hardware)

Accomplishments (qualify in terms of concrete employer-related benefits)

1.

2.

3.

4.

5.

INTERNSHIP EXPERIENCE

Name _____

Address _____

City _____ State _____ Zip _____

Job title _____

Reported to _____

Dates of employment From ____/____/____ To ____/____/____
mo day year mo day year

Reason for leaving position

Recommendation available Yes _____ No _____

1. Contact name _____

Contact title _____

2. Contact name _____

Contact title _____

Duties and responsibilities

1. _____

2. _____

3. _____

4. _____

5. _____

Technology used (software, telecommunication systems)

Equipment used (tools, machinery, hardware)

Accomplishments (qualify in terms of concrete employer-related benefits)

1.

2.

3.

4.

5.

INTERNSHIP EXPERIENCE

Name _____

Address _____

City _____ State _____ Zip _____

Job title _____

Reported to _____

Dates of employment From ____/____/____ To ____/____/____
mo day year mo day year

Reason for leaving position

Recommendation available Yes _____ No _____

1. Contact name _____

Contact title _____

2. Contact name _____

Contact title _____

Duties and responsibilities

1. _____

2. _____

3. _____

4. _____

5. _____

Technology used (software, telecommunication systems)

Equipment used (tools, machinery, hardware)

Accomplishments (qualify in terms of concrete employer-related benefits)

1.

2.

3.

4.

5.

VOLUNTEER EXPERIENCE

Association/Organization Name _____

Address _____

City _____ State _____ Zip _____

Job title _____

Reported to _____

Dates of employment From ____/____/____ To ____/____/____
mo day year mo day year

Reason for leaving position

Recommendation available Yes _____ No _____

1. Contact name _____

Contact title _____

2. Contact name _____

Contact title _____

Duties and responsibilities

1. _____

2. _____

3. _____

4. _____

5. _____

Technology used (software, telecommunication systems)

Equipment used (tools, machinery, hardware)

Accomplishments (qualify in terms of concrete employer-related benefits)

1.

2.

3.

4.

5.

VOLUNTEER EXPERIENCE

Association/Organization Name _____

Address _____

City _____ State _____ Zip _____

Job title _____

Reported to _____

Dates of employment From ____/____/____ To ____/____/____
mo day year mo day year

Reason for leaving position

Recommendation available Yes _____ No _____

1. Contact name _____

Contact title _____

2. Contact name _____

Contact title _____

Duties and responsibilities

1. _____

2. _____

3. _____

4. _____

5. _____

Technology used (software, telecommunication systems)

Equipment used (tools, machinery, hardware)

Accomplishments (qualify in terms of concrete employer-related benefits)

1.

2.

3.

4.

5.

MILITARY EXPERIENCE

Branch of Service _____

Service Number _____

Armed Forces Code _____

Service Number _____

Honorable discharge Yes___ No___

Registered with Selective Service Yes___ No___

Vietnam Era veteran Yes___ No___

Disable veteran Yes___ No___

Reason for leaving military

Recommendation available Yes_____ No_____

1. Contact name _____

Contact title _____

2. Contact name _____

Contact title _____

Duties and responsibilities

1. _____

2. _____

3. _____

4. _____

5. _____

Technology used (software, telecommunication systems)

Equipment used (tools, machinery, hardware)

Accomplishments (qualify in terms of concrete employer-related benefits)

1.

2.

3.

4.

5.

EDUCATION AND

Program	Institution	From		To	
		mo.	yr.	mo.	yr.
High School	Name: _____ _____ Address: _____ _____ City _____ State _____ Zip _____				
College	Name: _____ _____ Address: _____ _____ City _____ State _____ Zip _____				
Other	Name: _____ _____ Address: _____ _____ City _____ State _____ Zip _____				
Other	Name: _____ _____ Address: _____ _____ City _____ State _____ Zip _____				
GED	Date Received ____ / ____ mo. yr.				

VOCATIONAL TRAINING

Area of Study	Credit Hours Completed	Diploma/ Degree Certificate	Date Granted		Grade Point Average
			mo.	yr.	
Major:					
Minor:					
Major:					
Minor:					
Major:					
Minor:					
Major:					
Minor:					
City _____ State _____					

CAREER OBJECTIVES

Job title 1. _____

Job title 2. _____

Preferred salary \$ _____

Start date ____/____/____
mo day year

Preferred schedule Mon.–Fri. _____

Other _____

Weekends Yes____ No____

Holidays Yes____ No____

Overtime Yes____ No____

Relocation Yes____ No____

Preferred locations 1. _____

2. _____

3. _____

Professional Memberships

Organization name _____

Organization name _____

Professional Certifications/Licenses

Type _____ exp. date _____

Type _____ exp. date _____

Personal interests (hobbies, leisure activities)

1. _____

2. _____

3. _____

4. _____

5. _____

PERSONAL REFERENCES

Reference 1

Name _____

Address _____

City _____ State _____ Zip _____

Phone (w) _____ phone (h) _____

Relationship _____ Number of years known _____

Received resume or work history? Yes ___ No ___

Reference 2

Name _____

Address _____

City _____ State _____ Zip _____

Phone (w) _____ phone (h) _____

Relationship _____ Number of years known _____

Received resume or work history? Yes ___ No ___

Reference 3

Name _____

Address _____

City _____ State _____ Zip _____

Phone (w) _____ phone (h) _____

Relationship _____ Number of years known _____

Received resume or work history? Yes ___ No ___

PROFESSIONAL REFERENCES

Reference 1

Name _____

Title _____

Company name _____

Address _____

City _____ State _____ Zip _____

Phone _____ ext. _____

Received resume or work history? Yes ___ No ___

Reference 2

Name _____

Title _____

Company name _____

Address _____

City _____ State _____ Zip _____

Phone _____ ext. _____

Received resume or work history? Yes ___ No ___

Reference 3

Name _____

Title _____

Company name _____

Address _____

City _____ State _____ Zip _____

Phone _____ ext. _____

Received resume or work history? Yes ___ No ___

Reference 4

Name _____

Title _____

Company name _____

Address _____

City _____ State _____ Zip _____

Phone _____ ext. _____

Received resume or work history? Yes___ No___

Reference 5

Name _____

Title _____

Company name _____

Address _____

City _____ State _____ Zip _____

Phone _____ ext. _____

Received resume or work history? Yes___ No___

FREQUENTLY ASKED INTERVIEW QUESTIONS

- Why are you interested in working for us?
- Tell me about yourself. What are your strengths?
- What is your major weakness?
- What interests you most about this job?
- Do you work better alone or in a group?
- What do you know about our organization?
- What do you like to do in your spare time?
- How would you describe your personality?
- Which of your accomplishments have given you the greatest satisfaction?
- How would you define your long-range career goals?
- Why are you leaving your present job?
- Do you have any questions for me?

QUESTIONS YOU SHOULD ASK

Asking questions demonstrates your interest in the position.

- What do you like and dislike most about the organization?
- How do you see your organization developing over the next few years?
- What would be the highest priority for me to accomplish if you hired me?
- If you were to offer me the job, where could I expect to be five years from now?

ADDITIONAL QUESTIONS YOU WISH TO ASK

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

WHEN YOU ARE LEAVING THE INTERVIEW

- Offer a firm handshake while expressing your thanks to the interview.
- Mention that you are eagerly looking forward to hearing from them.
- Always be courteous to the secretary or assistant upon leaving the office.

FOLLOW UP AFTER THE INTERVIEW

- Send a thank-you letter.
 - Start with a courteous thank you for the interview.
 - End with a reiteration of why you want the job and what you can do for the organization.
-
- One week after the interview, follow up with a phone call.
-
- If you do not get the job, ask the interviewer for some constructive criticism on your interview technique.

INTERVIEW INFORMATION

Date of interview _____

Company name _____

Company address _____

Interviewer's name _____

Interviewer's title _____

Date of interview _____

Company name _____

Company address _____

Interviewer's name _____

Interviewer's title _____

Date of interview _____

Company name _____

Company address _____

Interviewer's name _____

Interviewer's title _____

Date of interview _____

Company name _____

Company address _____

Interviewer's name _____

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