

## Sample Resume Cover Sheet/Application

Please submit a completed copy of this form with each resume/application.

### Job Number:

Name:

Address: (after April 15, 2010)

Home Telephone:

Cell Phone:

Email address:

Social Security Number:

College/University:

### Major:

Total Credits Earned: \_\_\_\_\_ (semester) \_\_\_\_\_ (quarterly)

Number of Credits in Progress: \_\_\_\_\_ (semester) \_\_\_\_\_ (quarterly)

### Class:

Freshman

Sophomore

Junior

Senior

Graduate Student

Expected Graduation Date:

### Work Experience

Position title:

From/To:

Employer's Name:

Employer's address:

Supervisor's name and phone number:

---

Position title:

From/To:

Employer's Name:

Employer's address:

Supervisor's name and phone number:

---

Position title:  
From/To:  
Employer's Name:  
Employer's address:  
Supervisor's name and phone number:

---

Position title:  
From/To:  
Employer's Name:  
Employer's address:  
Supervisor's name and phone number:

**Please Note: References will be contacted**

***General Information***

Are you a U.S. Citizen? **YES** \_\_\_ **NO** \_\_\_

Do you claim veteran's preference? **YES** \_\_\_ **NO** \_\_\_

**If you checked "yes" to veteran's preference, you must attach a copy of your DD-214.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

(Original signature required for each resume cover sheet submitted)

**Agency Use Only:**

Date Received: \_\_\_\_\_ Grade: \_\_\_\_\_

Date Selected: \_\_\_\_\_ Number of Applications: \_\_\_\_\_