

**SAMPLE RESUME FORMAT FOR PRIMARY APPLICANT**  
(Person with the service record)

**Preferred Title and Name**  
**Address**  
**City, State Zip**  
**Home Phone \* Work Phone \* Cell Phone**  
**Email Address**

**PAID EMPLOYMENT**

Position Title Start Date/End Date  
Name of Religious or Charitable Non-profit Organization Full-time/Part-time  
Address of Organization  
Description of organization's mission, brief job description, accomplishments, etc.

Position Title Start Date/End Date  
Name of Religious or Charitable Non-profit Organization Full-time/Part-time  
Address of Organization  
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Name of Religious or Charitable Non-profit Organization Full-time/Part-time  
Address of Organization  
Description of organization's mission, brief job description, accomplishments, etc.

**Please note:** Applicants submit an annotated resume including employment in religious or charitable non-profit organizations. For each position served, applicants state the organization's name, location, and mission; position title; brief job description; employment beginning and ending dates, and whether the position was full- or part-time paid employment.