

*RÉSUMÉ BUILDER: The questions below ask for much of the same information you will need when you go to complete an employment application. Having this information in one place will make the process easier. Once complete, this form will also be a great start for your résumé!*

## PERSONAL INFORMATION

Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

*\*Know your Social Security number. Many employers require one before they will consider your application. Don't write it here, or put it in a résumé.*

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

E-mail address: \_\_\_\_\_

## EDUCATION & TRAINING

High school: \_\_\_\_\_ Year grad. \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Special classes, training or activities: \_\_\_\_\_

\_\_\_\_\_

College / Technical: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Major, certifications, training or activities: \_\_\_\_\_

\_\_\_\_\_

**PREVIOUS EMPLOYMENT & EXPERIENCE**

Business name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone number: \_\_\_\_\_ Your position/title: \_\_\_\_\_

Your supervisor: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Business name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone number: \_\_\_\_\_ Your position/title: \_\_\_\_\_

Your supervisor: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

**SKILLS, CERTIFICATIONS, COMMUNITY SERVICE, HOBBIES:**

\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_