

Resume/Job Application Assistant

Whether you are compiling a resume or filling out job applications, the following information is necessary to successfully apply for a position.

Contact Information

- Include your full name, street address, apartment number, city, state and zip code.
- Telephone no. where you are most easily reached.
- E-mail address (Free e-mail accounts are available at Yahoo.com)

Employment Goal or Job Objective

Name a specific job you are interested in. For example, "An entry-level clerical position", "A customer service position in the automotive sales industry" or "A manufacturing position utilizing my five years of machining experience".

List or Summary of Qualifications

List the skills that you have that would make you a good candidate for the job.
(Use onetonline.org to assist you with getting all of your skills)

Work Experience/Work History

List your work experience. You will need to include the following:

- Employer Name
- Employer Address
- Person you report(ed) to
- Job title
- Start date AND end date
- How much you made
- Duties

Education/Training

List any education that you have had from high school and up.(Within the last ten years)

List any training that you have participated in that is related to your job. (Within the last ten years)

If you have been working for over five years, you don't need to give as much information about your education. Name the school, city, state, degree or certificate, or course work and dates (dates are optional).

Include your high school unless you have a higher degree. Never include your grade school or middle school.

Military Experience

Tell the employer the branch of service, your highest rank, type of discharge, and date of separation. List any special assignments, duties, clearances, collateral duties, and decorations that relate to the job that you are seeking. Technical military training can be listed under the Education heading on your resume. (A Military heading is only listed if you have military experience.)

Special Skills and Abilities

Tell the employer any other information you feel might help you. *(This section is optional.)* You might want to include information about knowledge of foreign languages, volunteer or leisure activities, memberships in professional organizations, special skills such as typing, computers, machines you can operate, licenses or certificates you possess. Do not provide personal information such as your age, sex, marital status, or handicaps.

References

Do not list references on your resume. Instead, have them typed on a separate sheet of paper and have them available if the employer asks for them.

You should have three to five references listed. They should be people who know you and your work — not your relatives. Be sure to get each person's permission to use him or her as a reference.

Volunteer Work

If your volunteer work in any way may be transferable to the position you are seeking, you may want to include this information.

Contact Information:

Employment Goal or Job Objective:

Summary of Qualifications:

Work Experience/Work History

Employer Name: _____

Employer Address: _____

Supervisor Name: _____ Phone #: _____

Job Title: _____

Started on _____ Ended on _____

Reason _____ Salary _____

What did you do at your job? (List at least 5 duties)

Work Experience/Work History

Employer Name: _____

Employer Address: _____

Supervisor Name: _____ Phone #: _____

Job Title: _____

Started on _____ Ended on _____

Reason _____ Salary _____

What did you do at your job? (List at least 5 duties)

Work Experience/Work History

Employer Name: _____

Employer Address: _____

Supervisor Name: _____ Phone #: _____

Job Title: _____

Started on _____ Ended on _____

Reason _____ Salary _____

What did you do at your job? (List at least 5 duties)

Education:

Training:

Military Experience:

Special Skills (Relating to your job or the position you are seeking):

List two professional references:
