

Resume of

Name
Mailing Address

Phone

Objective: (brief outline of what you want)

High lights of qualifications

(list of specific skill that apply to job you are applying on)

Education

Year Most recent education
Place of education

Year other education
Place of education

Other Training

other certificates
training courses

Employment Experience

year job title
Tasks

Resume of

Name
Mailing Address

Phone

Volunteering (optional)

Volunteering experience
Tasks & duties
ongoing or specific time period

Hobbies & Interest

what you like to do

References

always include name & phone # of references
personal employment volunteer

Name of Organization

mailing address

phone

fax

attention head hiring person

1st Paragraph - Intro who you are, age, high school & education level, residency, affirmative action, etc...

2nd Paragraph - Why you are applying for work, why should they hire you, what makes you a good employee

3rd Paragraph - other details, when you can start working, times you can work, answer other questions if any requested on posters / advertisements

4th Paragraph - your contact info and goodbyes

end & sign your name