

**WORDSWORTH WRITING, EDITING, AND RESEARCHING SERVICES
RESUME FILL-IN FORM**

Instructions: Fill in as many of the spaces below as you can or think is relevant to the position you are applying for, and e-mail this form to Wordsworth at editor@wordsworthwriting.net. We will edit and format your resume and e-mail it right back to you! If you have a sample resume, you can attach that instead of (or in addition to) this form. Please prepay for the resume service by clicking on our PayNow button at our Web site (www.wordsworthwriting.net) or send a check for \$50 to Wordsworth, PO Box 4083, Palmer, AK 99645. Be sure to include your e-mail address and phone number with your check and note that you need a resume.

- 1. NAME:**
- 2. MAILING ADDRESS:**
- 3. PHONE:**
- 4. SECOND PHONE NUMBER (if you want to list one):**
- 5. FAX:**
- 6. E-MAIL:**
- 7. JOB OBJECTIVE:**

(Examples: A dental hygienist position. A clerical position in a law office. A part-time college math teaching position.)

8. EDUCATION:

(List month and year of degree or years of study if no degree obtained, degree and major, and school name, city, and state). This section can include college degrees, certifications, workshops and special studies/training. Put in chronological order with the most recent listed first. Examples:

- 6/04 B.A. (English) expected, University of Washington, Seattle, WA
- 6/02 A.A. (Communications), Green River Community College, Auburn, WA