

Resume Builder

Fill in the blanks to help you build your resume. For all of the information items, remember only put the important information in your resume!

1. Personal Info

Full name: _____
 Most recent email: _____
 Phone (please write down): Home _____, Cell _____
 Address (do you graduate)? _____
 City: _____
 What (page) had interest (any other info)? _____

Organizations and other (include address or e-mail): _____

2. Work Experience (List 3) - The job title for each job plus your first job, and the address

Employer #1: _____
 Address: _____
 When (please write down): Home _____, Cell _____
 Notes: _____

Employer #2: _____
 Address: _____
 When (please write down): Home _____, Cell _____
 Notes: _____

Employer #3: _____
 Address: _____
 When (please write down): Home _____, Cell _____
 Notes: _____

Use address
 reader