

POCKET RESUME'



References (Do not use name of relatives)

Name: _____

Address: _____

Telephone
Number: _____

Name: _____

Address: _____

Telephone
Number: _____

Name: _____

Address: _____

Telephone
Number: _____

Name: _____

Address: _____

Telephone
Number: _____

Resume' for (start here):

Name: _____

Address: _____

Telephone Number: _____

Social Security Number: _____

Date of Birth: _____

POCKET RESUME'



Education Completed

Grade: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

High School: ☐ 9 ☐ 10 ☐ 11 ☐ 12

Graduated High School: ☐ Yes ☐ No

Received GED: ☐ Yes ☐ No

If yes, date of graduation/GED received: _____

College: ☐ 1 ☐ 2 ☐ 3 ☐ 4

If completed college, date of degree: _____

If completed college, type of degree: _____

If completed college, main area of study: _____

Name of Last School Attended: _____

Address: _____

Date Last Attended: _____

Typing - Words per Minute: _____

Shorthand - Words per Minute: _____

Previous Employment

Employer: _____

Address: _____

Dates Employed: From: _____ To: _____

Job and Work Done: _____

Reason for Leaving: _____

Employer: _____

Address: _____

Dates Employed: From: _____ To: _____

Job and Work Done: _____

Reason for Leaving: _____

Employer: _____

Address: _____

Dates Employed: From: _____ To: _____

Job and Work Done: _____

Reason for Leaving: _____

Employer: _____

Address: _____

Dates Employed: From: _____ To: _____

Job and Work Done: _____

Reason for Leaving: _____