

POCKET RESUMÉ



Personal Information:

Name: _____
 Address: _____

 City: _____
 State/Zip: _____
 Email Address: _____

 Home Phone: _____
 Cell Phone: _____
 Work Phone: _____
 Alt. Phone: _____

Be Honest & Positive

Do any of the following words describe you?
 ambitious • competent • reliable
 motivated • resourceful • dependable
 productive • team • punctual • honest
 detail-oriented • tactful • trustworthy
 appreciates feedback • eager

Work History:

Most Recent Employer: _____

 Supervisor: _____
 Address: _____

 City: _____
 State/Zip: _____
 Reason for leaving: _____

 Employment Dates: _____

 Position: _____
 Duties: _____

 Phone: _____

Work History:

Employer: _____

 Supervisor: _____
 Address: _____

 City: _____
 State/Zip: _____
 Reason for leaving: _____

 Employment Dates: _____

 Position: _____
 Duties: _____

 Work Phone: _____

Work History:

Employer: _____

Supervisor: _____

Address: _____

City: _____

State/Zip: _____

Reason for leaving: _____

Employment Dates: _____

Position: _____

Duties: _____

Work Phone: _____

Educational History:

School: _____

Dates attended: _____

Degree: _____

Awards/Clubs: _____

School: _____

Dates attended: _____

Degree: _____

Awards/Clubs: _____

Certifications and Personal Accomplishments:

Possible reasons for job gaps or leaving a job:

- Career change
- Family development
- Relocation
- Lack of advancement opportunities
- Seasonal work
- Return to school
- Advancement opportunities

References:

Name: _____

Address: _____

Phone: _____

Relationship: _____

Name: _____

Address: _____

Phone: _____

Relationship: _____

Name: _____

Address: _____

Phone: _____

Relationship: _____