POCKET RESUMÉ Compliments of The Village Financial Resource Center

ersonal Information:	ersonal	Inf	ormati	ion:
----------------------	---------	-----	--------	------

Name:	
State/Zip:	
Home 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 Bosont Employer:

Most Recent Employer.	⊏ITIPIOYEL.
Supervisor:	Supervisor:
Address:	Address:
City:	City:
State/Zip:	State/Zip:
Reason for leaving:	Reason for leaving:
Employment Dates:	Employment Dates:
Position:	Position:
Duties:	Duties:
Phone:	Work Phone:

Work History:

Employer:

1-800-450-4019 www.HelpWithMoney.org

Work History:

Employer: Supervisor: Address: City: _____ State/Zip: Reason for leaving: Employment Dates: Position: ____ 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

Ving a job:Seasonal work

- Return to school
- Advancement opportunities

References:

Namo:

Name.
Address:
Phone:
Relationship:
Name:
Address:
Phone:
Relationship:
Name:
Address:
Phone:
Relationship:

