

Date Received: _____

JFS Staff Use Only

Date Completed: _____

Resume Fact Sheet

Please **PRINT** and fill out **completely**.
Attach additional sheets or use revers side as needed

Personal Information

<i>First Name</i>	<i>Middle Name or Initial</i>	<i>Last Name</i>
<i>Street Address</i>	<i>City and State</i>	<i>Zip Code</i>
() <i>Home Phone</i>	() <i>Cell Phone</i>	<i>Email Address</i>

What type of work you are looking in search of? (Ex. Manufacturing, production, clerical, etc.)

Education

Most Recent College/Adult Education or Training *(Attach or Use Back Of Paper As Needed.)*

School: _____ City, State: _____

Dates Attended: from _____ to _____ Graduation Date: _____

Degree/Certificate earned or in pursuit of: _____

High School/GED

High School Attended: _____ City, State: _____

Did you receive a high school diploma? Yes No Year: _____

Did you have a GED? Yes No Year: _____

Where did you receive your GED? _____

Work History

Highlight your job duties and any accomplishments including machines, equipment and programs operated.

Employer (Most Recent)			
Start Date (**/****)	End Date (**/****)	Company Name	City, State
Job Title: _____		Position Responsibilities: _____	

Employer			
Start Date (**/****)	End Date (**/****)	Company Name	City, State
Job Title: _____		Position Responsibilities: _____	

Employer			
Start Date (**/****)	End Date (**/****)	Company Name	City, State
Job Title: _____		Position Responsibilities: _____	

Employer			
Start Date (**/****)	End Date (**/****)	Company Name	City, State
Job Title: _____		Position Responsibilities: _____	

Military Service

Branch served in: _____ Years of Service: from _____ to _____

Final Duty Station: _____ Unit: _____

List job and duties performed while serving in the military and any accomplishments or recognition received.

Other Skills and Abilities

Keyboarding/Typing WPM: _____ How many have you trained on the job? _____ Supervised? _____

Proficient with Microsoft: Word Excel PowerPoint Access Outlook Mail

Other office or computer skills not mentioned in work history:

Skills not listed in jobs descriptions in work history. (For example: equipment or programs you can operate or things that would apply to your job search.)

Work related certificates and licenses. (For example: RN, OSHA10, ASE, CDL A)

Volunteer Work/Community Activities. Include start and end dates. List those which you are involved with)

