



Job Seekers' Packet

REFERENCE SERVICES

Revised April 2022

Call: 502-543-7675 ext. 4

E-mail: reference@bcplib.org

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UNEMPLOYMENT BENEFITS IN KENTUCKY

KCC- Kentucky Career Center

To file a claim, you will need:

- Your social security number
- Your complete current mailing address.
- Employers over the last 18 months: Name, address, and phone number.
- The exact day you began work at each job.
- The last day you worked at each job.

Telephone Claim Filing:

Unemployment Insurance claimants who do not have access to the internet or who speak Spanish can call 502-875-0442 Monday through Friday between 7:30 AM and 5:30 PM Eastern Time to file their initial claim or reopen claims by telephone. This is not a toll-free number.

To request your biweekly benefit check by telephone, call 877-369-5984 (toll free).

Internet Claim Filing (<https://kcc.ky.gov/>):

Under “Unemployment Services,” click on: File or Access Your Claim. Sign in or create an account with ID.me to continue.

The internet claims system is accessible for filing an unemployment claim or requesting your bi-weekly check online. The system is available Monday through Friday from 7:00 AM until 7:00 PM and Sunday from 10:00 AM until 9:00 PM Eastern Time. You cannot file a claim or request a biweekly check on Saturdays.

Remember:

If you leave the internet claims site idle for 15 minutes, your session will be terminated and you must log back on to the internet claims system to proceed.

TIPS FOR JOB-HUNTING SUCCESS

- Planning your time is essential. If you're looking for full-time work, then devote full time!
- Every day, make a “To Do List.”
- Call employers to find out the best times or how to apply. Some companies take applications only online. See page 7 to find out how to make your resumé “digital.”
- Write down all employers you contact by phone, online, or by letter of application. Ask for and record the names of the people you talk to.
- Be prepared. Have your resumé and application information with you at all times.
- Tell everyone you know that you are looking for a job. See page 21 for information about networking.
- Read books on how to get a job. Work on improving your professional skills. See page 20 for information on training resources.

How to Fill Out an Online Job Application

Things you typically need before you begin:

- Full residential address and e-mail
- Social Security number
- Names, addresses, and phone numbers of all of the places you have worked
- Dates that you worked at each job, job title, and responsibilities.
- Names of your former supervisors or managers
- Names of 3 people to be used as references, their contact information, and job titles
- Names and locations of the schools you went to including high school, college, graduate school, and any specialized training
- Driver's license number

Application Tips & Advice:

- Write out all the information listed above on a small piece of paper, or use the Resumé Worksheet on pages 22 and 23 of this packet. This small step will make filling out applications easier, both online and at a job location.
- Read all of the instructions. Pay special attention to the boxes and lines that are required. Try not to leave any answer or section blank. Your application could get rejected if all answers are not filled in.
- If you get interrupted while filling out an online application or need to come back to complete some information, many applications have a “save” feature.
- Generally, your most recent education and job history should be listed first.
- Check each page before you click on the next button.
- You may not be able to go back after you get to the next page of an online job application. Use spell check if you can or check spelling very carefully.
- Be prepared for tests and questions in the middle of an application. As with anything, read very carefully and take your time. Be consistent and honest in your answers.
- Read all the fine print at the end of the application so you know what you are “signing” before you submit the completed online job application. This can include statements that your references, credit, and background will be checked, that a pre-employment drug test is required, or that all of your answers are truthful.

[illegible]

RESUMÉ ELEMENTS, GUIDELINES, AND FORMATS

Elements of a Resumé

Job Objective / Professional Profile / Summary of Qualifications / Key Accomplishments

- The “Job Objective” explains the kind of work you want to do; make it very specific and keep it between two to four typed lines.
- This section should reflect the employer’s perspective, not the job seeker’s, and should tell what the job seeker can contribute. It should demonstrate the value the candidate will add to the organization.
- If you choose not to list a “Job Objective” on your resumé, you may choose to discuss your objective in your cover letter.
- Whatever the heading, this section must instantly communicate what kind of job you are looking for AND highlight your strongest relevant qualifications.

Work History / Work Experience / Professional Experience / Previous Employment

- This section should include company name, your job title, dates of employment, and major accomplishments. List experiences in reverse chronological order, starting with your most current experience.
- List your accomplishments in bullet format (rather than paragraph format).
- Use titles and headings that match the job you want. Highlight skills and accomplishments, providing numerical data where appropriate (e.g., “supervised 15 employees” or “increased sales by 10 %”). Give evidence that you did more than complete tasks; show that you contributed to organizational goals or company morale. Include marketable and relevant data only.
- Don’t include everything you did in past jobs, focus on achievements over responsibilities.

Education

- This section should include school(s) attended (including years of attendance), majors/minors, degrees, and honors and awards received.
- Include relevant information about certifications and licenses.

Affiliations/Interests

- Items from this section are often used as an ice-breaker by interviewers looking to start an interview on an informal basis.
- Only include professional memberships and non-controversial activities/interests that demonstrate desirable characteristics or are otherwise relevant to the job you want (e.g., leadership skills, creativity, etc.).
- Include relevant skills and your level of mastery (e.g., fluent in Spanish, expert in Microsoft Excel.)

References

- Do **not** include the names of your references on your resumé; instead, have at least three prepared in a separate document.
- You should include contact information and relationship (employer, professor, pastor, etc.) for each reference listed.

Resumé Editing Guidelines:

- Use a design that grabs attention but isn't flashy. Underline, boldface, and use bullets to emphasize your credentials. Use a readable font, such as Times New Roman or Calibri and leave sufficient white space to make it easy to scan. Size of the font should be 10 to 12 points.
- Stick to one page unless you have an advanced degree or extensive experience.
- If you make a printed copy, use good quality resumé paper (20 lb. or 24 lb.) in a neutral color (white, ivory, or gray).
- Be honest and accurate. Use strong action verbs (see page 10 for examples) and avoid repeating the same words and phrases. Proofread carefully, and then have someone else take a look.


Resumé Format:

Employers are now using technology to reach qualified candidates and might require you to not only apply online, but also attach your resumé directly to their website. To maximize your job search opportunities, you might consider preparing two types of resúmes:

- One to print out so that you can send it in the U.S. mail, hand it directly to the employer, or attach it to an e-mail message. This one can contain "formatting" such as boldface, bulleted lists, and various fonts. You could save this formatted resumé in "Rich Text Format" so that it can be opened by just about any word processing program and even most basic text editors; but saving it as a Microsoft Word document or in PDF format is most often recommended by employers.
- One to be posted on the internet which could be called an e-resumé and is a "plain-text" copy with all of that formatting removed. An e-resumé is an efficient way to store your document, easier to paste into the body of an e-mail message and post online in many of the job search databases. You should format your e-resumé using a basic typeface font such as Courier New, Times New Roman, or Arial, with a font size no larger than 12 points. Do not use italics, shading, or horizontal and vertical lines.

DETERMINE YOUR SKILLS

NOTES



5

To get started, think about each of your past experiences and consider the following questions:

- What were your job responsibilities?
- What skills did you develop?
- Did you supervise or train others?
- What decisions did you make?
- Did you work with customers? How?
- Did you produce any written documents or reports?
- Were you able to meet deadlines and handle pressure?
- Did you assume a leadership role?
- How did you make a difference in the position?
- What were your major accomplishment(s)?

Also, prepare a list of your background, including education, qualities, achievements, and experience.

- List hobbies, clubs, sports, church, and school activities
- List any special skills or aptitudes (e.g., proficient in Microsoft Office Programs, fluent in a foreign language), especially those that are industry-specific for the job you're seeking.

TIP LOOK AT EACH ITEM ON THE LIST AND THINK ABOUT THE SKILLS, KNOWLEDGE, AND ABILITIES IT TAKES TO BE A SUCCESS.

DON'T JUST STATE THAT YOU CAN DO SOMETHING; LINK IT TO TANGIBLE RESULTS AND THEN FIGURE OUT HOW IT WILL BENEFIT YOUR FUTURE EMPLOYER.

IMPORTANCE OF KEYWORDS AND ACTION VERBS

Spend some time searching for words that relate to the job you desire, words that will make the company interested in interviewing you!

These **keywords** are usually nouns that identify “hard” skills, words that are specific to the job/profession/industry that you are interested in (i.e., buzzwords).

They can be:

- Technical terms
- Descriptions of technical expertise
- Names of products and/or services
- Professional organizations
- Types of degrees
- Names of colleges
- Company names
- Job titles
- Certifications
- Types of educational degrees

Places to Find Your Keywords:

- Look at the actual job listing of the position you are applying for as it will probably contain many of the keywords that the employer will use to search your resumé.
- Study other employment ads on the internet or posted in the newspaper for similar jobs. Make note of words that are repeatedly mentioned or are prominent in those ads.
- Try studying the company’s website, read trade publications, or look up some professional association websites. Many of these are loaded with industry-related jargon that could be appropriate for your resumé.
- Talk to people in the career field you are targeting and ask them what keywords are appropriate.

Use **Action Verbs** to add direction and to catch the reader’s interest. These words can make your resumé a powerful marketing tool for your job searching success! On the next page are examples of effective action verbs you can use.

Take a keyword you’ve identified and combine it with an action verb to describe an accomplishment or skill that you can offer.

“Implemented new accounting software system, two months ahead of schedule.”

“Personally responsible for completing all quarterly tax documents.”

Tip **LOOK FOR OPPORTUNITIES TO ADD ADDITIONAL KEYWORDS TO ALL SECTIONS OF YOUR RESUMÉ. USE ALTERNATE FORMS OF THE KEYWORDS IN DIFFERENT SECTIONS FOR MAXIMUM IMPACT.**

Take a look at these categories and choose the action words that work for you.

Management Skills

Technical Skills

Clerical Skills

Communication Skills

administered advised analyzed approved coordinated delegated developed directed established evaluated handled hired improved increased initiated mobilized orchestrated organized planned produced recommended scheduled streamlined strengthened supervised	applied assembled built calculated constructed designed developed engineered fabricated installed operated overhauled regulated remodeled repaired solved specialized upgraded utilized	arranged catalogued classified complied eliminated examined generated inspected organized persuaded presented processed recorded sorted systemized	accepted addressed advanced articulated authored communicated composed contacted defined demonstrated drafted formulated influenced interpreted lobbied motivated negotiated observed persuaded publicized resolved translated
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Creative Skills	Financial Skills	Helping Skills	Research Skills	Other
adapted conceptualized created customized designed developed established fashioned illustrated invented launched modified performed revitalized upgraded	adjusted administered allocated analyzed balanced budgeted calculated evaluated forecast managed marketed measured planned projected	administered advocated assessed coached collaborated counseled decreased defined diagnosed educated expanded facilitated guided motivated represented	analyzed clarified evaluated identified inspected organized performed quantified simulated summarized tested trained wrote	accomplished achieved boosted completed implemented initiated maintained monitored pioneered prepared mentored

THERE ARE THREE MAJOR RESUMÉ STYLES:

1. Chronological - This is the most common and is a sequential listing of your job titles and responsibilities starting with your current job (or most recent) working back to your first job. If you have a lengthy work history (more than 10–15 years), you do not need to include early jobs that are not relevant to the position you are applying for.

Should Include:	Best for:
<ul style="list-style-type: none"> • Your contact information • Summary or objective • Key accomplishments (may be integrated into work experience) • Work history • Education • Affiliations / Special interests / Volunteer work 	<ul style="list-style-type: none"> • Job seekers with a solid work history. • Applicants who can show committed, continuous career growth.

2. Functional - The focus is on skills developed over the years rather than dates and length of time at each job. A functional resumé lists work experience and skills sorted by skill area or job function.

Should Include:	Best for:
<ul style="list-style-type: none"> • Your contact information • Summary or objective • Area of Experience (generally presented as a summary of qualifications and an overview of related professional accomplishments) • Work skills grouped by theme • Education 	<ul style="list-style-type: none"> • Job seekers with limited work experience • Individuals with gaps in their work history • People who are changing careers

3. Combination - This resumé style lists your skills and experience first, then your work history. It allows you to highlight the skills you have that are relevant to the job you want while still providing the chronological work history most employers prefer.

Should Include:	Best for:
<ul style="list-style-type: none"> • Your contact information • Summary or objective • Skills and abilities (generally, include any honors/certifications or knowledge you want to highlight, and give a summary of relevant skills) • Professional experience (may be brief, simply listing places of employment, job title, and dates, if possible) • Education • Affiliations / Interests / Awards 	<ul style="list-style-type: none"> • Job seekers with a diverse employment history • Those making career changes • People with transferable skills

Mary K. Smith

692 Mulberry Street
Louisville, KY 40229
(502) 825-6009
kdiceman@yahoo.com

Summary

Package handler with over eight years of experience in sorting, processing and filling orders. Met or exceeded daily quotas.

Experience

2014–present

GeekSquad City, Brooks, KY

Parts Processor

Received up to 500 customer orders per day and processed them in an accurate and timely manner. Used multiple mainframe and PC-based systems to input data and process customer requests.

2012–2014

United Parcel Service, Louisville, KY

Sorter

Exceeded all sorting productivity rates.

Maintained perfect attendance.

Education

2010–2012

Louisville Community College, Louisville, KY

Associate Degree in Computer Graphic Design, June 2009

Microsoft Certified Technology Specialist (MCTS), June 2010

SAMPLE –
FUNCTIONAL
RESUMÉ

JOHN K. SMITH

29 Circle Drive
Louisville, KY 40114
(502) 555-1203
jkaysmith88@yahoo.com

SUMMARY OF QUALIFICATIONS

Enthusiastic, creative, and hard-working business major with demonstrated successful sales experience. Exemplary reputation for providing excellent customer service resulting in increased sales and improved customer retention.

PROFESSIONAL HIGHLIGHTS

Entrepreneurial:

- Designed, published, and promoted a 30-page marketing website.
- Established, managed, and sold a PC troubleshooting service company consisting of 20 clients.
- Founded and maintained car detailing service responsible for 25 clients.

Professional Sales:

- Implemented sales presentation and conflict resolution skills as a telemarketer for a University of Kentucky fundraiser.
- Performed cold calls and door-to-door sales calls to obtain clientele for a lawn care service and a car detailing service.
- Solicited Lexington business professionals for donations and sponsorships of Rupp Arena events.

Communications:

- Composed business news articles as an intern and authored editorial articles as a freelance writer for The Herald-Leader.
- Performed reading, writing, and speaking activities in Spanish while participating in a language immersion program in Cancun, Mexico.

EMPLOYMENT

Assistant Director of Sales, Hoover's Furniture Store, Lexington, KY
Front Desk Representative, Sheraton Hotel, Lexington, KY

EDUCATION

Bachelor of Business Administration in Marketing
University of Louisville, Louisville, KY, June 2014

SAMPLE –
COMBINATION
RESUMÉ

James W. Smith
14 West Miller's Crossing, Shepherdsville, KY 40165
(502) 555-1029 jameswsmith54@hotmail.com

Professional Highlights

- Extensive project management experience, including software and benefits implementation
- 6 years of supervisory experience
- 20 years' accounting experience, Certified Public Accountant for 14 years

Summary of Skills

Project Management Skills

- Implemented new accounting software system, two months ahead of schedule
- Streamlined employee benefits operations, for a savings of \$10,000 annually
- Revised voucher forms, resulting in a 2-day reduction in processing payments

Program Coordination Skills

- Coordinated departmental collection for the University of Louisville Foundation Fund Drive, resulting in a 100% contribution rate for the department
- Chaired two departmental searches

Supervisory Skills

- Managed a team of 10 junior accountants, including daily work assignments
- Submitted on-time performance reviews for all 10 junior accountants
- Conducted all hiring, promotions, salary adjustments, and terminations as needed
- Facilitated team development and conflict resolution, when needed

Accounting Skills

- Managed all student revenue documentation on four campuses
- Personally responsible for completing all tax documents

Work History

University of Louisville Finance Department, Louisville, KY	2000–present
<i>School of Arts and Sciences, Senior Accountant</i>	
Target Corporation, Shelbyville Road, Louisville, KY	1998–2000
<i>Accountant</i>	

Education

University of Kentucky, Lexington, KY B.S. Accounting, 1984

TIPS FOR WRITING A COVER LETTER

Your cover letter should include these topics:

- What position you are applying for
 - How you learned of the position or company
 - Why you are perfect for the position
 - How you can be contacted or if and when you will contact them
-
- ✓ Always write a cover letter tailored to a specific company and/or position.
 - ✓ The cover letter gives you another chance to emphasize what you have to contribute to the company or organization.
 - ✓ Carefully check for spelling or typing errors!
 - ✓ Address the person as Mr., Ms., Mrs., Miss, Dr., etc.
 - ✓ Show that you know something about the company and the industry.
 - ✓ Use terms and phrases that are meaningful to the employer. Make sure that your letter explains how your skills relate to the criteria listed in the job posting.
 - ✓ Your cover letter should end with a statement that reflects positive and enthusiastic interest.
 - ✓ If you are sending an e-mail cover letter, be sure to follow the employer's instructions for exactly what they want attached.
 - ✓ The cover letter gives you an opportunity to explain any gaps in your employment history.
 - ✓ Most cover letters are between 3 and 4 paragraphs, about $\frac{3}{4}$ of a printed page.
 - ✓ "Enclosure" indicates that another item, such as your resumé, is attached to your cover letter.

TIP YOU WON'T ALWAYS BE ABLE TO FIND OUT THE HIRING MANAGER'S OR RECRUITER'S NAME BUT YOU CAN CONTACT THE COMPANY AND ASK! YOU'LL STAND OUT FROM OTHERS WHO DIDN'T PUT IN THAT EFFORT.

Soft Skills - Personal attributes that help us get along in society are called soft skills. They encompass the character traits that determine how well we interact with others can enhance our job performance and career prospects. Thinking about and developing these soft skills is very important in today's workplace. Here are some examples of soft skills that you might use as keywords in your cover letter.

Teamwork
Leadership
Flexibility
Good manners
Teachability
Strong work ethic

Optimism
Common sense
Responsibility
Sense of humor
Integrity
Empathy

Time management
Problem-solving skills
Self-confidence
Take criticism well
Good communication skills

SAMPLE-
COVER
LETTER

Ilene Wayne

1234 Riverside Drive
Mt. Washington, KY 40047
(502) 456-0912

July 1, 2021

Nancy Kessey
HR Manager, ABC Stores, Inc.
567 Outer Loop
Louisville, KY 40112

Dear Ms. Kessey,

I am writing in reference to your advertisement in the local Employment News Magazine offering a position of branch manager for Wal-Mart. I believe my credentials and interests match with your requirements and want to apply for this position.

I joined Kentucky Super Market five years ago as a section manager. Because of my work efficiency and dedication, I was able to reach the post of store manager in less than three years. I have been working for the past two years in that capacity. During my tenure, I applied several policies which resulted in:

- 40% increase in sales in a quarter
- Expansion of store facility
- Increased employee efficiency

I have enclosed a copy of my resumé, and look forward to examining any of the ways you feel my background and skills would benefit the Wal-Mart brand. Please feel free to call me at any time.

Sincerely yours,

Ilene Wayne

Enclosure

JOB INTERVIEW TIPS

The interview is a critical step. You must prove yourself to be the best candidate for the job opening by clearly communicating your experience, skills, abilities, and the desire to do the job. Interviews may take place in person or on the phone. Face-to-face interviews may involve more than one person who will have influence over the hiring decision. Practice and preparation are key to a successful interview.

Do	Don't
Research the company and the salary range for the job you are seeking.	Bring anyone with you.
Arrange for transportation, if necessary; make a trial run to the interview location so you are certain where to go and how long it takes to get there.	Be late or more than 15 minutes early.
Rehearse before the interview. The more experience you have with interviewing, the more relaxed and confident you'll be.	Smoke or eat strong-flavored foods, such as onions, prior to the interview.
Be well groomed and dress appropriately for the position for which you're applying.	Be rude to anyone; you don't know who may have influence over the hiring process.
Bring extra resumés.	Chew gum.
Have a list of references on a separate sheet.	Wear heavy perfume or cologne.
Bring a portfolio or samples of your work.	Slouch; sit up straight, but be relaxed.
Bring a notepad and pen for note taking.	Yawn.
Arrive a few minutes early.	Talk about your personal or financial problems.
Be friendly and businesslike with everyone you meet; smile and offer a handshake.	Give simple yes or no answers; pause and think carefully so you can give considered responses to each question.
Maintain good eye contact.	Start discussing salary and benefits before the interviewer brings up the topic; listen to what the interviewer has to say before asking for more information.
Be prepared to ask and answer questions.	Ramble when unclear about a question; instead ask for clarification.
Emphasize your skills.	Make negative comments about other employers.
Send a thank you note (or e-mail) within a day or so after the interview, then follow up with a phone call a few days later to enquire whether a decision has been made.	Leave without asking for the job if you want it.

FREE JOB TRAINING RESOURCES

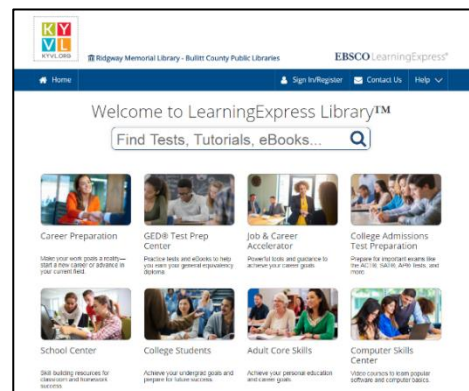
Bullitt County Public Library - www.bcplib.org



In addition to the job listings, **AtoZdatabases** enables patrons to learn more about a potential employer by linking to our comprehensive business profile. The Jobs database also contains résumé and cover letter templates, personality tests, and preparation guides for the interview.



Also available for free via our website, check out **LinkedIn Learning**. This is a premier online learning resource featuring tutorials from recognized experts in their fields covering technical skills, creative techniques, business strategies, career development, and more. Learning is self-paced and courses and tutorials are broken up into short videos, so it's easy to squeeze in just a few minutes of learning a day if that's all the time you have.



Log onto **LearningExpress Library** through our website for access to over 800 online practice tests and interactive skill-building tutorials to help prepare for various professional certifications and aptitude tests. Also includes:

*Job & Career Accelerator • Career Center
Computer Skills • Adult Core Skills*



Universal Class offers more than 500 lifelong-learning courses in over 30 subject areas—many of which offer continuing education units (CEUs). Patrons may take multiple classes and learn at their own pace. Universal Class is best accessed through a desktop computer and is available as a Kentucky Libraries Unbound/Libby Extra. You will need to log in to KLU/Libby with your library card number and PIN.

JOB SEARCHING ONLINE

Job Banks (often called Job Boards) will list open employment opportunities. Job aggregators search thousands of job sites for your chosen search terms. Here are some reputable websites:

careerbuilder.com
focuscareer.ky.gov
glassdoor.com
indeed.com
ladders.com

linkup.com
louisvilleworks.com
monster.com
mynextmove.org

roberthalf.com
simplyhired.com
snagajob.com
usajobs.gov
ziprecruiter.com

NETWORKING

- Spend some time talking to people you know who can give you advice, suggestions, leads, and referrals that will help you get noticed by a future employer.
- Combine this “old fashioned” networking concept with online social platforms and tools such as Facebook, LinkedIn, and Twitter.
 - Facebook (www.facebook.com) is a social network that connects people with friends, businesses, and events. You can utilize this site to expand on the “old fashioned” networking concept.
 - LinkedIn (www.linkedin.com) is a social networking site for professionals. With LinkedIn you can organize your professional identity, build your professional network, and manage professional contacts. LinkedIn gives you access to knowledge, insights, and opportunities.
 - Twitter (www.twitter.com) is an online real-time communication tool and can be used for business networking. Connect with the people and businesses you want to get to know.
- Remember to take care in presenting your best online image possible, acting in an appropriate way for the people you want to connect with. This includes anything you post publicly on Facebook, Instagram, YouTube, Twitter, etc.
- Be clear and specific about your job target and the assets you can offer.
- Utilize your network for information other than just job leads. Ask about industry trends and contacts’ information.

TIP JOIN OR BECOME MORE ACTIVE IN PROFESSIONAL GROUPS, AND VOLUNTEER AT THEIR FUNCTIONS. THIS IS A GREAT WAY TO STAY INVOLVED AND GET NOTICED BY THE EMPLOYERS WHO ARE HIRING IN YOUR FIELD.

RESUMÉ WORKSHEET

Identification

Name: _____
Home address: _____
City, State, and ZIP code: _____
Phone numbers (cell and/or home): _____
E-mail address: _____

Job Objective (Include only if you have a specific job or goal in mind)

Education – High School (only if no college)

Institution name and year completed: _____
City, State: _____
Specific courses or programs that relate to your job objective: _____

Related awards, achievements, and extracurricular activities: _____

Education – College/Post High School

Institution name and year completed: _____
City, State: _____
Certificate or degree: _____
Specific courses or programs that relate to your job objective: _____

Related awards, achievements, and extracurricular activities: _____

Armed Services Training

Branch and years of service: _____
Locations, position, and rank achieved: _____
Key accomplishments, special recognition, and awards: _____

Other Training or Certification

Organization or institution: _____
Specific courses or programs that relate to your job objective: _____

Related workshops, seminars, informal learning, or any other training: _____

Work Experience - Most Recent Position

Dates (month/year) from _____ to _____
Company name: _____

City, State: _____
Your job title(s): _____
Duties: _____
Skills, equipment, or software you used: _____
Promotions, accomplishments, and anything positive _____

Next Most Recent Position

Dates (month/year) from _____ to _____
Company name: _____
City, State: _____
Your job title(s): _____
Duties: _____
Skills, equipment, or software you used: _____
Promotions, accomplishments, and anything positive _____

Next Most Recent Position

Dates (month/year) from _____ to _____
Company name: _____
City, State: _____
Your job title(s): _____
Duties: _____
Skills, equipment, or software you used: _____
Promotions, accomplishments, and anything positive _____

Any other work or volunteer experience _____

Professional organizations _____

Personal information: _____
