

# Employment Records

An outline of employment history, skills and education. The starting point for a dynamic resume.

<b>Personal Information</b>			
Last Name		First	Middle
Street Address		Phone	Message phone
City, State Zip		E-Mail	
Age 16-18	Age 18+	Veteran?	

<b>Employment Desired</b>			
Job Title Preference	Secondary	Full time – Part time	Salary range \$

<b>Employment Record</b>				
Starting date	Starting salary	Company		
Ending date	Ending salary	Location		
Starting date	Starting salary	Company		
Ending date	Ending salary	Location		
Starting date	Starting salary	Company		
Ending date	Ending salary	Location		
Starting date	Starting salary	Company		
Ending date	Ending salary	Location		

<b>Skills and Qualifications</b>		
Typing WPM :	Ten-key Sight Touch	Office and computer skills
Hobbies, interests and related activities		
Other language(s)		
1:		2:

<b>Education Information</b>							
Where	Degree	When	Course of study	Where	Degree	When	Course of study
High School				College/University			
Trade or Technical							