

Resume Template

Name: _____
Address: _____
Date of Birth (optional): _____
Telephone: _____
Email: _____
Driver's Licence No: _____

Goal Statement/Career Objective: _____

Write about your life goals and strengths

Education History

School attended: _____
Current level: _____
Subjects studied: _____

Employment History

Current Employer: _____
Duration: _____
Duties performed: _____
If more than one employer, please list these details for each past employment

Include part-time work and list all duties performed.

Employer: _____
Duration: _____
Duties performed: _____

Include part-time work and list all duties performed.

Work Experience

Employer: _____
Duration: _____
Duties performed: _____

List dates and duties performed.

Work Skills: _____

Employers look for skills such as leadership, communication, problem solving etc.

Personal Characteristics: _____
If more than one employer, please list these details for each past employment

Conscientious, punctual, team worker, etc

Employer: _____
Duration: _____
Duties performed: _____

List dates and duties performed.

Work Skills: _____

Employers look for skills such as leadership, communication, problem solving etc.