

Resume example

Jane U. Doe
1234 Main Street
Winston-Salem, NC 27127
336-555-1234
janedoe@aol.com

Objective: To obtain a position in the medical field

Education: University of North Carolina at Chapel Hill
Bachelor of Science, Biology, May 1990

Work Experience: August 2004-Present: WS Hospital
July 2002-August 2004: Charter Medical
June 1 990-July 2002: Charlotte Medical

Activities: American Red Cross
Ladies Club of America
National Medical Association

References: Dr. Mary Lamb
WS Hospital

Bob Anderson
Instructor/Teacher

Angela Davis
Manager

Resume template

Name
Address
City, State, Zip Code
Phone
Email

Objective:

Education:

Work Experience:

Activities:

References:

Employment application

Last Name: _____

First Name: _____

Middle Name: _____

Address: _____

Phone: _____

Circle the type of work you are seeking.

| | |
|-----------|-----------|
| Full-time | Part-time |
| Temporary | Permanent |

Job you are applying for:

Education: Circle the highest grade completed.

1 2 3 4 5 6 7 8 9 10

11 12 GED College 1 2 3 4

Graduate School 1 2 3 4

Schools Attended:

Work History:

Current Employer: _____

Job Title: _____

Have you ever been convicted of a crime?

Yes No

If yes, please explain here.

Applicant's Signature

Date
