

Resume Development Template

Please provide the following resume information to be used in developing your personal resume.

We need the following information found in the *Resume Template* below.

Click [here](#) to **start** entering your resume information for development online.

YOUR PERSONAL RESUME TEMPLATE

Your Full Name

Home Address

City, State Zipcode

E-mail Address / Cellular Telephone Number

Objective (All Objectives will be completed by Employee Connections Office)

Experiences (All Objectives will be completed by Employee Connections Office)

Education

<Full Date (i.e. 6/24/2020)>

<High School Name> <Years of Attendance> <Diploma/Degree> <GPA> *optional*

<Address>

<College> <Years of Attendance> <Diploma/Degree> <GPA> *optional*

<Address>

Skills

- Tangible and Intangible Skills (i.e. Communication, Customer Facing)

Certificates / Awards

<Name of Certificate or Award> <Full Date (i.e. 6/24/2020)>

<Name of Business or Organization whom provided the certificate or award>

Volunteerism

<Name of Business or Organization> <Full Date (i.e. 6/24/2020)>

Hobbies

<Name of Business or Organization> <Full Date (i.e. 6/24/2020)>

References

<Friend/Supervisor/Manager/Director Name etc.> <Title>

OR

References are available upon request.