



Important Information for Job Searching and Resume Building

Contact Information

Name (first and last, no nicknames, middle name/initial is optional)

Address

Phone (mobile, work, home; only put numbers if you want them to call it and you check it regularly)

Email (you pretty much need an email nowadays; keep it simple, usually some variation on your name and random numbers if necessary, save wacky names for personal emails)

Field of Interest

What field do you want to work in?

What type of job are you searching for?

Are you willing to relocate? How far would you be willing to relocate?

What is your availability?

Work History

(List at least 3 most recent, plus any that are relevant for what field you want to be placed in)

For each job list the following:

Name of Company/Employer (full name; list an individual if you are working directly for someone)

Title of Position

Location (full address)

Pay Amount (whether hourly or salary)

Start and End date (it is good to have the full date, month/day/year)

Tasks Performed (what were your job tasks; it is important to refer to ones that relate to your field; also remember that people reading these tasks may not know the specifics of the field)

Education

(List any colleges, training centers, schools, that you attended, even if you did not finish the program)

For each school list the following:

Name (full name)

Location (city and state are usually all that you need)

Duration Attended (start and end date of your time at the school; month and year is enough)

Area of Study (what was your major, focus of study, title of your final degree/diploma/certificate)

Degree/Diploma/Certificate (what you received from the school)

Awards (any awards or commendations you got while at the school)

Important Skills and/or Certifications

Computer Skills (list specific programs, programming languages, operating systems, hardware knowledge, etc.)

Factory/Manufacturing Skills (machine skills, metal/wood working skills, manufacturing experience, forklift, hardware knowledge)

Specific Skills in the Field (register, money handling, security, organization, documentation, etc; basically anything that can help you stand out from others)

Certifications (first aid, CPR, health related, specializations, etc.)

Awards and/or Accomplishments

Any awards or accomplishments you have received from work, school, volunteering, etc.