



## Create a Resume

If you do not have a resume, you may complete this Resume Builder and submit online to us.

### Personal Information

First Name	MI	Last Name		
Address Line 1				
Address Line 2				
City	State	Zip	Daytime Phone	Evening Phone
Email			Cell/Mobile Phone	

### Employment History

Please tell us about your three most recent jobs below.

#### Job 1

Start Date	End Date	Job Title	Company
City	State	Description of Responsibilities/Duties	

#### Job 2

Start Date	End Date	Job Title	Company
City	State	Description of Responsibilities/Duties	

#### Job 3

Start Date	End Date	Job Title	Company
City	State	Description of Responsibilities/Duties	

## Education

Please share with us your educational background below.

### High School

School Name	City	State	Graduated	Year	

### College

College Name	City	State	Graduated	Year	Major

### Post Graduate

College Name	City	State	Graduated	Year	Major

## Preferences

Tell us your preferences in terms of location, working time and type of job.

City Location
Comments
Full/Part-Time
Desired Pay
Desired Start Date

## Referral Source

Where did you first learn of this opportunity?

Ad	Agency	College – University
Employee Referral	Internet	Job Fair
Job Service	Walk-in	Other

**Equal Employment Opportunity and Affirmative Action Employer**