



# ATLANTA RÉSUMÉ SERVICE

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<b>Date:</b> _____	<b>E-mail:</b> _____	<b>LinkedIn:</b> _____
Full Name: _____	<b>Phone Numbers:</b>	
Address: _____	Home: _____	
City: _____ State: _____ Zip: _____	Cell: _____	

## CAREER INFORMATION

What are your job objectives: \_\_\_\_\_  
 \_\_\_\_\_

List any special job skills: \_\_\_\_\_  
 \_\_\_\_\_

What are your most marketable skills: \_\_\_\_\_

## HIGHLIGHTS

List any outstanding achievement(s)/recognition(s) (personal or professional): \_\_\_\_\_  
 \_\_\_\_\_

What skills do you utilize to get along with your supervisors? \_\_\_\_\_  
 \_\_\_\_\_

What skills do you utilize to get along with your co-workers? \_\_\_\_\_  
 \_\_\_\_\_

## EMPLOYMENT HISTORY

Current/Last Employer: \_\_\_\_\_ City/State \_\_\_\_\_

Position: \_\_\_\_\_ Phone: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 End Date: \_\_\_\_\_

Describe company's product or services: \_\_\_\_\_  
 \_\_\_\_\_

Describe your responsibilities: \_\_\_\_\_  
 \_\_\_\_\_

List 3 major duties: \_\_\_\_\_  
 \_\_\_\_\_

Outstanding accomplishment(s): \_\_\_\_\_  
 \_\_\_\_\_

Special skills or knowledge for your position: \_\_\_\_\_

*Please take a minute to tell us how you heard about us. (Thank you!)* \_\_\_\_\_

**EMPLOYMENT HISTORY (continued)**

Previous Employer: \_\_\_\_\_ City/State \_\_\_\_\_

Position: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Describe company's product or services: \_\_\_\_\_  
\_\_\_\_\_

Describe your responsibilities: \_\_\_\_\_  
\_\_\_\_\_

List 3 major duties: \_\_\_\_\_  
\_\_\_\_\_

Outstanding accomplishment(s): \_\_\_\_\_  
\_\_\_\_\_

Special skills or knowledge for your position: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ City/State \_\_\_\_\_

Position: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Describe company's product or services: \_\_\_\_\_  
\_\_\_\_\_

Describe your responsibilities: \_\_\_\_\_  
\_\_\_\_\_

List 3 major duties: \_\_\_\_\_  
\_\_\_\_\_

Outstanding accomplishment(s): \_\_\_\_\_  
\_\_\_\_\_

Special skills or knowledge for your position: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ City/State \_\_\_\_\_

Position: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Describe company's product or services: \_\_\_\_\_  
\_\_\_\_\_

List 3 major duties: \_\_\_\_\_  
\_\_\_\_\_

Outstanding accomplishment(s): \_\_\_\_\_  
\_\_\_\_\_

Special skills or knowledge for your position: \_\_\_\_\_

**EDUCATIONAL BACKGROUND:**

<b>Attended:</b>	<b>Name</b>	<b>City/St</b>	<b>From</b>	<b>To</b>	<b>GPA</b>	<b>Yr Grad</b>	<b>Degree</b>	<b>Major</b>
<b>High School</b>								
<b>College</b>								
<b>College</b>								
<b>Other</b>								
<b>Other</b>								

List scholarships, special awards, recognitions, and organizational offices held: \_\_\_\_\_

Other conferences, special workshops and training that may be applicable to job search: \_\_\_\_\_

**SPECIAL SKILLS:**

What languages can you speak, read and write fluently?: \_\_\_\_\_

What languages do you have a working knowledge of? \_\_\_\_\_

**COMPUTER LITERACY:**

Hardware Familiarity: \_\_\_\_\_

Software Familiarity: \_\_\_\_\_

**PERSONAL INTERESTS:**

List all interests, hobbies, and activities: \_\_\_\_\_

List professional organizations: \_\_\_\_\_