

RESUME OUTLINE

Full Name: _____

Address: _____

Home Phone #: _____

Work Experience

From(date): _____ To(date): _____ Company: _____

Position: _____

Duties: _____

Achievements: _____

From(date): _____ To(date): _____ Company: _____

Position: _____

Duties: _____

Achievements: _____

From(date): _____ To(date): _____ Company: _____

Position: _____

Duties: _____

Achievements: _____

Education

Degree: _____ Concentration: _____

Year Graduated: _____ School/Institution: _____

School Address: _____

Special Achievements: _____

Degree: _____ Concentration: _____

Year Graduated: _____ School/Institution: _____

School Address: _____

Special Achievements: _____

Degree: _____ Concentration: _____

Year Graduated: _____ School/Institution: _____

School Address: _____

Special Achievements: _____

Certificates/Special Training/Other Education

Certificate/Course Completed: _____

Year Graduated: _____ School/Institution: _____

School Address: _____

Achievements: _____

Certificate/Course Completed: _____

Year Graduated: _____ School/Institution: _____

School Address: _____

Achievements: _____

Additional information/experience/education related to owning/operating a business: _____

