

Blank Resume Template

YOUR NAME

Street Address, City State ZIP Code | Email | Telephone

Objective This should be specific to the job/position. Do not use a general statement. The objective should always be updated prior to submission.

Skills & Abilities What skills do you possess that are relevant and ideal for this position? Many times the job posting has a list of required skills and abilities, if you possess those skills and abilities, list them. Also, <http://www.ONetOnline.org> can help you identify more skills and abilities, just search for the career/job.

Experience

Job Title Company Name
Dates From – To
This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

Job Title Company Name
Dates From – To
This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

Education

School Name, Location
Degree
You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.

Leadership Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity? You're a natural leader—tell it like it is!

References

Reference Name, Title
Company
Contact Information

Reference Name, Title
Company
Contact Information

Reference Name, Title
Company
Contact Information

Blank Cover Letter Template

Your Name
Street Address
City, ST ZIP Code
Telephone
Email

Date

Recipient Name
Title
Street Address
City, ST ZIP Code

Dear Recipient Name:

I would very much like to be considered for the **POSTION** with **COMPANY NAME**.

[Why do you want to work in this position and for this company? Why are you passionate about this job?]

[What specific knowledge, skills, and abilities to you possess for this position? Mention previous jobs and experience. This can be pulled from your resume.]

I would very much like to discuss opportunities with **Hewlett-Packard Company**. To schedule an interview, please call me at **your phone number**. Please feel free to contact me to discuss my resume and application.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

Your Name

MASTER APPLICATION FOR EMPLOYMENT (Resource MN, 2014)

CONTACT INFORMATION

Name _____

Address _____

City, State, Zip

Phone _____ or Phone 2 _____

E-mail _____

EMPLOYMENT GOAL: _____

Rate of Pay Expected \$ _____ per _____

WORK EXPERIENCE: Start with your most recent job and work backwards. If you have no work history, list volunteer, charitable or non-paid experiences.

Job Title:

Organization/Company Name _____

Address: _____

City: _____ State _____ Zip _____ Phone _____

Supervisor's Name: _____

Dates: from _____ to _____

Reason for leaving _____

Describe what you did on this job: _____

EDUCATION AND TRAINING

High School or GED : Name and Address: _____

Year Graduated _____
or Number of years completed _____ and years attended _____

College or Universities: Names and Addresses

Year Graduated _____ or Number of years completed _____

Degrees/certificates earned: _____
Major: _____ Minor: _____

SPECIAL SKILLS AND ABILITIES

Current licenses, credentials, accreditations; _____

Foreign languages/American sign language Fluent in: _____

Computer Hardware Expert in: _____

Computer Software Advanced user of: _____

Machines/Equipment Operate: _____

Clerical Skills: _____

Skills in Dealing with People: _____

Other Skills Please be Specific: _____

MILITARY HISTORY

Branch of Service _____

Dates served: From _____ to _____ Rank at Discharge _____

Duties and/or Special Training _____

Security Clearance (if any) _____

Special Assignments of Campaigns _____

Decorations or Awards _____

OTHER INFORMATION

Hobbies/interests: _____

Memberships in Organizations/Volunteer/Community Activities

REFERENCES

Name _____

Address: _____

Email Address: _____

Occupation: _____ Relationship to You _____

Name _____

Address: _____

Email Address: _____

Occupation: _____ Relationship to You _____

Name _____

Address: _____

Email Address: _____

Occupation: _____ Relationship to You _____