

WPHjr Resumes 104 West Ave Hicksville, NY 11801 wphresumes@gmail.com 845-258-0903

1.	Tell me about yourself, your experience, and your career objectives in six sentences or less.
2.	Please lists your skills and strengths.
3.	On the attached sheet of paper please list the jobs your have had; include the name of the company, location, your title, and the dates worked. Also provide a brief summary of your responsibilities and list any key accomplishments, be sure to include any metrics of measurement that show the results of your actions, (e.g. Saved \$100,00 in costs, increased productivity by 15%).
4.	Provide a summary of your education, including the name of the school and the degree along with any special certifications or designations received.
5.	Include information on any other activities, offices held, and awards received.
6.	Feel free to add any other information that may be pertinent.

Job Summary

Name:

Company	Location	Title	Dates	Responsibilities	Accomplishments