



New Client Form

Save and fill out the form to the best of your knowledge. If you are unsure of a question, leave it blank and we will contact you if needed. After the form is complete, send it via e-mail address provided on the "Contact Us" page.

Personal Information – as you want it on the resume

Full Name	
Street Address	
City, State, ZIP	
Home Phone	
Mobile or Cellular Phone	
Fax Number	
E-mail Address	

Current Career Objective

Describe below what purpose the resume will serve for you. What do you want to see happen? What job are you seeking and what position?	
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Summary of Work Experience

Summarize your work history, achievements, and skills below. Summarize for now, you'll include the details later.	
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Employment History

Fill out as many employers to cover at least 5-6 years of work history. Include ones that are most necessary and beneficial to your career objective. If additional space is required, please include it in the "additional relevant information" section at the end.

Current or most recent employer:

Name	
City, State	
Title	
Dates of Employment	
Responsibilities, sense of duties & tasks	
List any special accomplishments	
What special skills did you utilize for (or acquire on) this job?	
Who did you report to?	
Who did you supervise and how many?	

Next most recent employer:

Name	
City, State	
Title	
Dates of Employment	
Responsibilities, sense of duties & tasks	
List any special accomplishments	
What special skills did you utilize for (or acquire on) this job?	
Who did you report to?	
Who did you supervise and how many?	

Next most recent employer:

Name	
City, State	
Title	
Dates of Employment	
Responsibilities, sense of duties & tasks	
List any special accomplishments	
What special skills did you utilize for (or acquire on) this job?	
Who did you report to?	
Who did you supervise and how many?	

Next most recent employer:

Name	
City, State	
Title	
Dates of Employment	
Responsibilities, sense of duties & tasks	
List any special accomplishments	
What special skills did you utilize for (or acquire on) this job?	
Who did you report to?	
Who did you supervise and how many?	

Next most recent employer:

Name	
City, State	
Title	
Dates of Employment	
Responsibilities, sense of duties & tasks	
List any special accomplishments	
What special skills did you utilize for	

(or acquire on) this job?	
Who did you report to?	
Who did you supervise and how many?	

Education History

Current or most recent education:

School	
City, State	
Dates of attendance	
Degree received	
Area of studies	
What award and honors did you receive?	
For the most part, did you have a high GPA?	
What special activities might be praiseworthy to note?	

Next most recent education:

School	
City, State	
Dates of attendance	
Degree received	
Area of studies	
What award and honors did you receive?	
For the most part, did you have a high GPA?	
What special activities might be praiseworthy to note?	

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School	
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City, State	
Dates of attendance	
Degree received	
Area of studies	
What award and honors did you receive?	
For the most part, did you have a high GPA?	
What special activities might be praiseworthy to note?	

Other Related Trainings

Current or most significant training:

Place of study	
City, State	
Dates of attendance	
Certificates received	
Focus of study	

Next most significant training:

Place of study	
City, State	
Dates of attendance	
Certificates received	
Focus of study	

Next most significant training:

Place of study	
City, State	
Dates of attendance	
Certificates received	
Focus of study	

Additional Relevant Information

<p>In the space below, include any additional information you believe may be important or couldn't fit in the above form. You may also incorporate any comments, concerns, questions, etc.</p>	
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