**Building Your “Master Resumé”**

**-Employment**

Name of employer:

Employer address:

Employer phone #:

Dates of employment:

Job title:

Job duties/responsibilities:

Skills:

Accomplishments:

Name of employer:

Employer address:

Employer phone #:

Dates of employment:

Job title:

Job duties/responsibilities:

Skills:

Accomplishments:

Name of employer:

Employer address:

Employer phone #:

Dates of employment:

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Name of employer:

Employer address:

Employer phone #:

Dates of employment:

Job title:

Job duties/responsibilities:

Skills:

Accomplishments:

Name of employer:

Employer address:

Employer phone #:

Dates of employment:

Job title:

Job duties/responsibilities:

Skills:

Accomplishments:

**-Education & training**

Name of school & location:

Course/program:

Degree/certification/license with date received:

Name of school & location:

Course/program:

Degree/certification/license with date received:

Name of school & location:

Course/program:

Degree/certification/license with date received:

**-Other information**

Professional associations (name & dates):

Awards (presented by whom & date received):

Volunteer positions/internships (organization, responsibilities, skills & accomplishments):

Hobbies & Interests:

**-Summary of skills** (pull from the above sections)