

SAMPLE RESUME

John Doe

3201 C Street

Anchorage, AK ZIP

907-555-0000

907-555-0000

Email.com

*you must include updated address and phone contact-failure to provide updated information may result in being passed over for employment due to communication errors

Objective: Seek employment in desired field

EDUCATION OR ON-THE-JOB TRAINING

High School Diploma-list school, address and date received-diploma or GED

List any apprenticeship, union, on the job training-list address, date received

LICENSES, CERTIFICATIONS, OR REGISTRATONS

40 Hour

ADL#

CDL#

List ALL certifications especially if required for the job

EXPERIENCE

Date, Job Title, location

Job responsibilities

Date, Job Title, location

Job responsibilities

You must include complete work history-failure to do so may result in being passed over for employment due to inconsistent information provided. Hiring managers may be unable to determine your qualifications and meeting minimum requirements if you don't provide a full work history.

SKILLS AND ABILITIES

List all equipment used-years of experience in specific skill and/or trade. Example:

Carpenter: 5 years experience – framing, sheet rock, residential, commercial

Laborer: 10 years experience

Operator: 10 years experience – list all equipment you have experience in, example: loader, dump truck, bull dozer, drill rig, etc.

ADDITIONAL TRAINING, SEMINARS AND WORKSHOPS

SHAREHOLDER STATUS

List all shareholder affiliations-failure to list shareholder status will affect Shareholder Preference. You will not receive the shareholder preference hiring if we cannot determine your shareholder status. List original shareholder, spouse, or descendant status.