

# Career Mobility Office Resume Preparation

## **Contents**

- "What Is The Purpose of A Resume"
- Dynamite Resume Tip Sheet
- Action Words for Resumes
- Sample Cover Letter
- Sample Resumes
- Resume Preparation Worksheet

## What is the Purpose of a Resume

#### Purpose

#### What is the purpose of a resume?

It has several purposes actually. One is to show the potential employer that you have the skills, knowledge, experience and education needed to do the job. Another purpose is to show the employer that you are able to do the job. The neatness and organization of the resume will also let the employer know how you feel about your work. After all, your resume may be the first sample of your work that the employer will see.

#### Information

#### What information do you include in a resume?

Your resume should start out with your name, address, and telephone number. After that you have several options. If you feel you have strong skills that have been acquired over several jobs you may want to start off with a section called "Summary of Skills". Otherwise you can move on to work experience. Work experience should be listed in reverse chronological order (start with the most recent and work your way back in time). Indicate your title, agency, city, state, and years. Use action words to describe your experience. Show the employer that you can do the job by listing accomplishments. Remember to keep the information relevant to the job you are applying for.

Next you should list your education. Start with the highest level of completed education. If you have a college degree you do not need to list high school. Do not put years next to your degrees. Put the name of the school, city and state next to the degree. You can also list any additional courses or classes you have taken if they are relevant to the job you are applying for.

If you are a currently a member of a professional group you can add the section "Professional Affiliations" next and list the names of the organizations.

#### Styles

#### Various styles of resumes present information differently.

- Chronological style resumes basically list your work history followed by a brief description of your experience. This style is simple and easy to follow.
- Functional style resumes focus on your skills and minimize your work history. This style is good if you have had the same job for a long time and have developed strong skills.
- Performance style resumes are a combination of the chronological and functional style. They start out with a summary of skills and then move on to the actual work experience. This style allows you to provide more information to the employer but you must be careful not to repeat yourself.

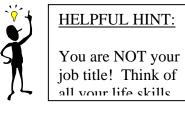


#### The purpose of a resume is to.....

- Create enough interest so the employer schedules an interview you
- Advertise your best qualities
- Show that you have the skills the employer is looking for

#### **STEP ONE: IDENTITY YOUR SKILLS**

Skills and abilities can come from many sources: current and past jobs, volunteer and community activities, military experience, and education. To help identify your skills, ask yourself the following questions:



- 1. What skills are required to do your current job?
- 2. What skills were required to do your previous jobs?
- 3. Are you organized and able to get things done?
- 4. Do your co-workers consider you a team player?
- 5. Are you computer literate?
- 6. Are you a problem solver?

When writing skill statements it is best if you use action words like prepare, establish, direct and schedule. Other examples of good working skills would be efficient, effective, reliable, responsible and organized. These skills you have identified should now be incorporated into your work experience.

#### **STEP TWO: WORK EXPERIENCE**

List your most recent employment first! Basic data such as your current job title, years in the position, agency and location should be included. Then write a brief description of your duties. Be sure to incorporate all the skills you have learned with your job duties!

#### Example: June 1998 – Present

#### Keyboard Specialist, Department of Civil Service, Albany, NY

- Prepare and edit outgoing correspondence and travel vouchers
- Establish office procedures, set up files, direct calls, schedule meetings, and maintain office calendars
- Knowledgeable and skilled in Microsoft Word, Access, and Excel
- Organized, efficient, and strong interpersonal skills



**<u>HELPFUL HINT:</u>** Do not list jobs beyond 10 – 12 years.

#### **STEP THREE:** EDUCATION, MILITARY, and COMMUNITY EXPERIENCE

- List your most recent education. Indicate the degree received, and concentration of area studied, the school, city and state. (If degree was earned, you do no need to include your high school education.)
- Military experience should be listed as: Rank and Branch of Service
- List only <u>current</u> community activities if relevant.



HELPFUL HINT: DO NOT INCULDE DATES WITH YOUR

#### **EXAMPLES:**

Bachelor of Science, Public Administration Empire State College, Albany, New York

#### OR

Associate in Applied Science, Executive Secretarial Hudson Valley Community College, Troy, New York

Private First Class, United States Army

PTA Board Member, Okte Elementary, Shenendehowa Central School

## PUTTING IT ALL TOGETHER (SEE ATTACHED SAMPLES)

- Put your name, address and current daytime telephone number at the top of the resume. If you include your work telephone number, be sure you have permission to receive calls at your current place of employment.
- Next list your work experience, most recent first!
- Do NOT include personal information (IE: married, height, weight, etc.)

#### EDIT CAREFULLY! BE SURE TO HAVE SOMEONE PROOFREAD YOUR RESUME

- Use good quality paper to print it on
- Use a 12 point (easy to read) font. One font style only!
- $1 1 \frac{1}{2}$  page length is acceptable
- Keep it focused
- Always send a cover letter with your resume

### ACTION WORDS

Accelerated Accomplished Achieved Acquired Adapted Addressed Administered Advised Analyzed Applied Appointed Approved Arranged Assessed Assigned Assisted Attained Audited Augmented Authored Bought Broadened Built Calculated Centralized Clarified Collaborated Completed Composed Conceived Condensed Conducted Consolidated Consulted Contracted Contributed Controlled Converted Coordinated Corrected Created Cultivated Cut Decreased

Defined Delivered Demonstrated Designated Designed Determined Developed Devised Directed Discovered Distributed Documented Earned Effected Eliminated Employed Enforced Engineered Established Evaluated Examined Executed Exercised Expanded Expedited Extracted Financed Forecasted Formed Formulated Found Founded Fulfilled Generated Guided Handled Hired Identified Implemented Improved Improvised Increased Influenced Initiated

Inspired Instigated Instituted Instructed Insured Integrated Interpreted Interviewed Introduced Invented Investigated Launched Located Maintained Managed Marketed Mediated Mobilized Modified Monitored Motivated Negotiated Obtained Operated Ordered Organized Originated Participated Performed Pinpointed Pioneered Planned Prepared Presented Processed Procured Produced Programmed Projected Proposed Proved Provided Published

Purchased Recommended Reconciled Recruited Redesigned Reduced Regulated Reorganized Represented Researched Resolved Restored Reviewed Revised Revitalized Scheduled Secured Served Set Up Sold Solved Specified Sponsored Staffed Stimulated Strengthened Structured Studied Suggested Summarized Supervised Surveyed Tailored Taught Terminated Tested Trained Translated Undertook Unified Utilized Verified Won Wrote

## SAMPLE COVER LETTER

1312 Open Road Lane Schenectady, NY 12305

June 21, 2004

Mr. William Hines Personnel Administrator Division of Personnel Department of Motor Vehicles 6235 Swan Street Albany, NY 12229

Dear Mr. Hines:

I would like to apply for the position of Secretary 1 (posting #32214) within the Bureau of Financial Administration. I am currently a Keyboard Specialist 2 and meet the qualifications for transfer via Section 70.1 of the Civil Service Law. A copy of my resume is enclosed detailing my work history and experience.

I have over five years experience as a Keyboard Specialist 2 and three of those years I worked in the Budget Office of my current agency. I am used to a fast paced office and enjoy working as part of a team. I am an experienced user of a variety of computer software that helps me to be very efficient in my job.

If you have any questions regarding my work history and experience, please do not hesitate to call. I look forward to hearing from you regarding an interview.

Sincerely,

May J. Jones

#### (CHRONOLOGICAL RESUME SAMPLE)

#### **Betty Boo**

7 Fun Place Lollopopville, New York 11100 Daytime: 518-999-9999 Evening: 518-777-7777

#### Work Experience:

#### **Administrative Aide**

Office of General Services, Albany, New York

- Supervise staff, rotate assignments and cross train staff to ensure a team effort for continued office production. Work closely with Personnel in resolving concerns with leaves, time and attendance and workers' compensation issues.
- Work as part of a team to analyze production problems, study workload versus production, equipment, and manpower. Production deadlines and workloads were met by developing a rotating shift that increased production while staying within projected expenditures.
- Coordinate requests for all printing jobs received from State Agencies. Process purchase requisitions and knowledgeable of New York State purchasing policies. Customer service representative for problem solving and resolving issues.
- Liaison between OGS Central Printing and technical staff from printing supply companies. Provide assistance and information on policies and procedures.

#### **Secretary 1**

Office of General Services, Albany, New York

- Coordinated and organized activities of office staff to ensure proper functioning of district office operations.
- Audited expense accounts and vehicle records for accuracy and completeness
- Arranged computer and technical training for district office employees
- Drafted, edited and typed correspondence. Maintained office calendar, scheduled meetings, and made all travel arrangements.

#### Stenographer

Health Department, Albany, New York

- Transcribed and typed letters, memos and reports from Dictaphone
- Answered telephone inquiries.
- Setup and maintained file system.

**Education:** Hudson Valley Community College, Troy, New York A.A.S. Medical Secretarial Science

1999 - Present

1981 - 1984

1984 - 1999

#### (CHRONOLOGICAL RESUME SAMPLE)

#### Lee Stephens

1111 North Hill Street, Radcliff, Kentucky 40100 (502) 351-0000

#### Objective

Corrections Rehabilitation Counselor

#### **Summary of Qualifications**

Master's degree in Counseling. Bachelor of Science degrees in Criminal Justice and Psychology. Over 20 years of experience in corrections.

Excellent interpersonal skills with staff and inmate population and sensitive to their problems and counseling needs. A proven team-player who works well with people and can be counted on in any type of situation.

#### **Professional Experience**

#### FEDERAL CORRECTION FACILITY Any City, USA

#### **Deputy Education Director & Operations Officer** Mar 92 – Present

- Counseled inmates and correlated day-to-day administrative operations for this facility which provided vocational training and educational classes to prisoners. As Custody Control Administrator, handled all disciplinary problems, maintained a roster of all day and evening students/inmates and instituted a system to monitor student's progress and course completion. Developed and established a program to provide evening college classes. Coordinated with local universities to contract instructors.
- As Assistant Test Control Officer, administered and graded GED, DANTE, and ASIP tests. Awarded high school diploma, college semester hours, or certified students in vocational areas such as auto mechanics. Occasionally escorted prisoners into the city to take tests that could not be provided by any other means.
- Supervised six subordinate administrative employees. Acted as liaison to ten contracted teachers and resolved problems.
- Coordinated and established an inmate barber shop which resulted in an annual savings of \$10,000.
- Consistently received commendable/outstanding ratings during security and safety inspections.
- Selected to attend Correctional Management Training which was usually reserved for prison wardens and correctional administrators.
- Coordinated and implemented educational programs for inmates to return them to civilian life with better employment skills.

#### FEDERAL CORRECTION FACILITY Any City USA

**Correctional Counselor** July 8 – Mar 92

- As Counselor, had a case-load of approximately 150 inmates; counseled each inmate at least twice a month and provided advice concerning their personal problems. Counseled and advised families, arranged visits, and occasionally assisted spouses find lodging near the facility.
- Escorted and closely supervised inmates who were allowed to return home during times of family emergencies or death. Sat on Disciplinary Board and Parole Board and made recommendations for clemency, parole, etc., based upon thorough knowledge of each case. Issued medications and maintained an accurate, detailed record of medications which were dispensed. Served on the Classification Board; after careful review of records, made recommendations for custody-level of new arrivals and determined appropriate work assignments.

#### STATE CORRECTION FACILITY Any City, USA

**Chief of Employment Branch** Dec 80 – Jul 86

- Supervised 11 staff personnel and evaluated their performance. Provided employee training, guidance and counseling.
- Managed the office responsible for providing work details to the community. Inmate details included such tasks as mowing grass, providing office-building maintenance, shop work, and routine repairs.
- Counseled and evaluated approximately 130 inmates. Ensured that prisoners' surroundings were secure at all times. Monitored their activities and assigned employment details based on the inmate's background and custody level. Assigned guards to escort prisoners.
- Attended weekly staff meetings with superiors and made recommendations. Attended semi-monthly inservice training sessions on various topics including riot control, apprehension planning and practice exercises, use of gas masks, and survival training.

#### REGIONAL CORRECTION FACILITY Any City, USA

**Chief of Prisoners' Service & Supervision Branch** May 76 – Dec. 80

- As Chief of Prisoners Service Branch, supervised 25 employees. Assigned duties and evaluated job performance. Provided employee training and counseling. Managed the administration office, prisoner property and funds section, supply room, mail room, and probation and parole sections. Supervised all aspects of prisoner's processing into and out of the Regional Correctional Facility.
- As Chief of Supervision Branch, supervised and managed the guard force consisting of 110 personnel. Awarded *Best Safety Program* twice in one year.
- Devised, developed, and implemented the Vocational Employment Training Program for minimum custody inmates. Work site supervisors provided inmates with on-the-job-training in such areas as carpentry and plumbing. At the end of the program, inmates were given certificates to be used for future employment stating they had received vocational training in particular areas.
- Developed, staffed, and implemented an Escort Section which increased security and provided excellent inmate accountability. Supervised three guards whose responsibilities included scheduling appointments and escorting prisoners to medical and legal appointments.

#### Education

UNIVERSITY OF KENTUCKY Lexington, KY Master of Arts in Counseling

EASTERN KENTUCKY UNIVERSITY Richm Bachelor of Science in Criminal Justice Bachelor of Science in Psychology

Richmond, KY

Addendum containing information on additional training courses is available upon request.

#### (PERFORMANCE SAMPLE RESUME)

#### James A. Warlow

71 Martin Avenue Melbourne, FL 32934 (407) 752-0808

#### COMPUTERS

Over 12 years experience in writing, modifying and troubleshooting computer programs.

- Hardware: Hewlett Packard, UNISYS A-9, WANG VS85, IBM PC/XT, COMPAQ 386, MS DOS, Windows, IBM 370/168
- Software Utilities: Q-Edit, Supertool, Formation, DBGENRL, Formspec, Query, Work Flow Language (WFL), Command-Edit (CANDE), Generalized Message Control System (GEMCOS), Test Control Language (TCL), OBS Wylbur, JCL, INFORM
- Operating Systems: MPE, OS/MVS
- Languages: COBOL, dBASE Ill Plus, Pascal, Basic, Visual Basic
- Databases: Image databases, KSAM files, MPE files, Omnidex database

#### QUALIFICATIONS

- Strong troubleshooter; able to identify problems, diagnose causes and determine corrective actions while on-call during the weekend payroll processing at Lockheed.
- Quick learner; able to grasp new concepts in programming very quickly.
- Able to maintain and meet time requirements in zero-error tolerance environments.
- Extremely hardworking and dedicated to enhancing skills as a programmer.
- Comfortable consulting with clients to determine their needs and priorities.

#### HIGHLIGHS OF ACHIEVEMENTS

Martin Space Corporation: Employee of the Quarter three times with commendations for development of database systems that allow for smooth transitioning of company procedures.

- Developed an incentivized staff reduction program system and a reduction in force system, providing on-line access to files used in implementing batch procedures during layoffs.
- Developed and implemented a Bonus in Lieu of Payment system (BILOP) providing users with automated access in producing bonus pay checks.
- Developed and implemented a Salary Information Retrieval System to evaluate company salaries against the rest of the nation.

Computer Systems, Inc., and Computer Corporation:

- Programmer/Analyst on contract to United States Navy's Integrated Disbursing and Accounting Financial Information Processing System (IDAFIPS).
- Analyzed customer Task Orders and Design Specifications to develop, test, and maintain COBOL application software.

Shinney Corporation:

• Designed, programmed and implemented on-line systems for Hospital Risk Management used to trace accidents within hospitals and Insurance Claims Indexing used to process customers' insurance claims.

#### PROFESSIONAL PROFILE

Martin Space Corporation, Boston, Massachusetts – 03/15/90 to Present Computer Programmer Analyst – 03/16/96 to Present Management Systems Coordinator Senior – 01/07/95 to 03/15/96 Computer Programmer Senior – 03/15/90 to 01/06/95

- Produced W-2s, Union wage adjustments, merit increases, payroll processing and maintained personnel systems and timecard systems.
- Assisted in transitioning several hundred contract employees into LMSO's employ.
- Coordinated and oversaw wage adjustments for specific jobs for the Department of Labor.
- Supported implementation of a cafeteria type benefit system.
- Assisted in implementing a call-in program for LMSO.

### Computer Systems, Inc., Melbourne, Florida – 04/89 to 12/90

#### Systems Engineer/Programmer

- Provided training to new personnel as needed.
- Maintained program Design Specifications to include System Change Request (SCR).

#### Computer Corporation, Melbourne, Florida – 09/87 to 04/89 Member of Technical Staff/B Programmer

• As Programming Team Leader, supervised three programmers and one test data developer.

Shinney Corporation, Huntsville, Alabama – 07/85 to 09/87 **Consultant/Programmer** 

Environmental Protection Agency, Washington, D. C. - 06/82 to 12/82 & 06/83 to 12/83 **Student Assistant** 

- Programmed in PL/1, JCL, and Utilities with OBS Wylbur for the Operations, Facilities Requirements Division Priorities and Needs Assessment Branch.
- Assisted data processing personnel in producing the 1984 Needs Survey for Congress, which was used to allocate federal funds for building waste water treatment plants.

#### EDUCATION

Bachelor of Science in Systems Science – 1984

University of Florida, Gainesville, Florida

Associate of Arts in Computer Science – 1981 Gainesville Community College, Gainesville, Florida

#### (PERFORMANCE RESUME SAMPLE)

Sandy A. Secretary

5509 Third Avenue Kinkaid, NJ 00000 (555) 555-5555

#### SUMMARY OF QUALIFICATIONS

- 5 Years of office support experience in diversified environments.
- Graduate of the Drexel Institute of Business Administration.
- Demonstrated planning and organizational skills.
- Able to work in a fast-paced setting, under tight deadlines.
- Excellent phone manner, relate well with clients.
- Extremely dependable, conscientious, and detail-oriented.
- Computer knowledge: WordPerfect 5.1, dBase III Plus, VP Planner, Lotus 1-2-3

#### **OFFICE SKILLS**

-Typing/Word Processing, 60 wpm	-Appointment Scheduling	-Desktop Publishing
-Record Keeping/File Maintenance	-Speedwriting, 80 wpm	-Cash Management
-Multi-Line Phone Systems	-Medical/Legal Terminology	-Transcription
-Database Management/Spreadsheets	-Travel Planning -Billing	

#### OFFICE ADMINISTRATION AND PLANNING

- Coordinated with travel agency to book business trips for Damian Management Company employees.
- Organized and coordinated business meetings and holiday parties for up to 40 people.
- Ordered office supplies and maintained inventory.
- Maintained Pitney Bowes postage machine and generated end-of-day status reports; distributed incoming mail and processed outgoing mail.

#### RECORD KEEPING, CASH MANAGEMENT, AND CORRESPONDENCE

- Maintained information on employee sick days/late time for payroll records.
- Opened and closed real estate and litigation files; prepared legal documents; typed police discoveries.
- Documented monetary transactions at lawyer's office and handled billing, performed cash and credit transactions for physical therapy practice.

#### TELEPHONE AND COMMUNICATION SKILLS

- Skillfully managed busy 20-line phone system, with 55 extensions, for environmental subcontracting company; provided information and routed calls.
- Elicited information from utility clients wishing to participate in energy conservation programs; entered data into computer.
- Handled incoming calls at law office; scheduled/confirmed appointments; took detailed messages.
- Scheduled and confirmed medical appointments, responded to patients' inquiries.

#### WORK HISTORY

Office Assistant/Receptionist	The Damian Management Co., Kinkaid, NJ	1992-Present
Secretary	Lance Owens, Esquire/Prosecutor, Elcron, NJ	1992
Receptionist	Craigston Physical Therapy, Parlton, NJ	1990-1991

#### **EDUCATION**

Graduate, Office Technology Program, The Drexel School of Business Administration, Hilton NJ

#### (FUNCTIONAL RESUME SAMPLE)

Janet M. Mirror

428 Main Street, Elmira, NY 12345

(607) 555-5555 (Home)

(607) 555-4444 (Work)

#### **Career Profile**

- Proven administrative, secretarial and general office experience.
- Strong background in all aspects of customer service and support.
- Knowledge of computers: Microsoft Word, PageMaker, File Maker.
- Outstanding typing skills (85 WPM); proficient in use of office equipment.
- Efficient and good natured; excellent reputation with all former employers.

#### **Skills and Abilities**

- Provided administrative and secretarial support in various office environments.
- Provided secretarial support for Assistant Vice President as well as task groups and committees.
- Responsible for the organization and efficient processing of bulk mailings to customers.
- Utilized efficient and courteous customer service in both retail and business settings.
- Processed orders, entered and retrieved data using both PC's and mainframe computers.
- Facilitated spreadsheet and database management for Assistant VP of Marketing/Public Affairs.
- Coordinated provision of communications materials for all segments of the medical center.
- Gained exposure to all aspects of sales, marketing, promotion and public relations activities.
- Maintained accurate, up to date comprehensive and confidential files and records.
- Opened and routed mail to appropriate departments within the company.
- Coordinated and managed multiple priorities and projects on a timely basis.
- Answered busy telephones, directed and routed calls, and scheduled appointments.

#### Work History

1993 – Present	General Office Clerk	Elmira Power Company, Elmira, NY
1989 – 1993	Receptionist/Clerk	James Company, Elmira, NY
1988 – 1989	Office Assistant	Temporary Services, Elmira, NY
1986 – 1988	Secretary	Elmira Health Services, Elmira, NY
1980 – 1986	Receptionist/Typist	Elmira Paper Company, Elmira, NY
1978 – 1978	Customer Service Clerk	Precision Company, Elmira, NY

#### Education

Elmira Community College, Elmira, NY A.A.S., Secretarial Science

Precision Company, Elmira, NY Various Customer Service Seminars

Elmira Health Services, Elmira, NY Attended various Secretarial Seminars Obtained JET Proofreading Certificate

## (FUNCTIONAL RESUME SAMPLE)

## **Bob Chrysler**

Vermont Street, Apt. 6-PE Washington Heights, NY 11372 (718) 651-1906 webmaster@earthpool.com

#### **COMPUTER SKILLS**

- HTML
- JavaScript
- Photoshop
- HP Deskscan
- Frontpage
- PowerPoint
- GIF Animator

- Telnet
- Unix
- Outlook
- Virtual WebTrends
- Web Site Promotion
- Perl
- Java

#### PROFESSIONAL EXPERIENCE

Web Master **Earth Pool** April 2003 - Present New York, NY

- Supervised the design, content, promotion and programming of "Earth Pool Online," the site called "a damn good reason to log on" by *Wired Magazine*
- Redesigned and restructured the site's look and created interactive search engine and order form
- Constructed interactive banners which appeared on Lycos, Altavista, Yahoo! and JobTrak

Web Designer **Network Travel Corp** February 2001 - March 2003 New York, NY

- Created and maintained web pages for international tourist bureaus such as Rivertours and EZ Travel, luxury hotels and cruise lines including Novetel, Marriott and Princess
- Created graphic and multimedia elements in both Java Shockwave internet languages
- Wrote extensive copy for websites as well as client and sales presentations

Database Manager Columbia University Off-Campus Housing October 1998 - May 2001 New York, NY

- Compiled and maintained database lists of over 2500 apartment, hotel and broker listings
- Assisted students and real estate agencies on locating apartments and navigating housing resources
- Developed and applied expert knowledge of New York City real estate

#### EDUCATION

BFA with a minor in Computer Applications, 2002 Columbia University, New York, NY

#### The Instant Resume Worksheet

Directions: This worksheet will help you organize the information you need to complete a simple chronological resume. It also provides the basis for a skills resume. Write out rough drafts for each of the more complicated sections that follow. Then complete the form with content close to that you want to use in your resume.

#### Identification

Name:		
Home address:		
	Zip:	
Phone number and location (i.e.: home, work, cell): ( )		
Alternative phone number and location:		
Job Objective (optional)		
Work, Military, and Volunteer Experience		
Begin with you most recent job.		
Name of organization:		
Address (City, State):		
Dates employed:		

Job title(s):
Details of any special projects:
, , , , , <u> </u>
<b>-</b> · · /
Team projects:
Special skills this job required:
List what you accomplished or did well:

## Work, Military, and Volunteer Experience

Begin with you most recent job.

Name of organization:	
Address (City, State):	
Dates employed:	
Job title(s):	
Details of any special projects:	
Team projects:	
Special skills this job required:	
List what you accomplished or did well:	
Work, Military, and Volunteer Experience	
Begin with you most recent job.	
Name of organization:	

Address (City, State):	
Dates employed:	_
Job title(s):	-
Details of any special projects:	
Special skills this job required:	
List what you accomplished or did well:	
Work, Military, and Volunteer Experience	
Begin with you most recent job.	
Name of organization:	_
Address (City, State):	

Dates employed:	
Job title(s):	
Details of any special projects:	
Team projects:	
Special skills this job required:	
List what you accomplished or did well:	
<b>Education and Training</b> Begin with the highest level or most recent.	
Institution name:	
City and State/province (optional):	
Degree or certificate earned:	

Relevant courses, awards, achievements, and experiences:	
	—
College/Post –High School Institution name:	
City and state/province (optional):	
Degree or certificate earned:	
Relevant courses, awards, achievement, and experiences:	
	_
	_
<b>High School</b> This is optional if you attended college.	
Institution name:	
City and state/province (optional):	
Degree or certificate earned:	
Relevant courses, awards, achievements, and experiences:	

Armed Services Training and Other Training or Certification

Specific things you can do as a result: \_\_\_\_\_

**Professional Organizations (Current)**