

ARROWHEAD CREATIVE SERVICES

RESUME DATA SHEET

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Peoria AZ 85382

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Please complete this form, typed or neatly printed. Use extra paper if needed. No need to duplicate anything already in an existing resumé. We will select information that helps you Market Yourself for Results.

Name _____ Home Phone: _____
Street _____ Work Phone _____
City / State / Zip _____ Cell Phone _____
Fax Number (if available) _____ Email _____
OK to discuss with spouse / partner? No / Yes. His/her Name _____

EDUCATION / TRAINING

College

School Name _____ Dates _____ (FT or PT?)
City / State _____ Degree? No / Yes: Degree _____
Major _____ Minor _____
GPA to date or at graduation _____ Percent of expenses covered _____
Internship? No / Yes. Where? _____
Honors or Awards _____ Activities _____

College

School Name _____ Dates _____ (FT or PT?)
City / State _____ Degree? No / Yes: Degree _____
Major _____ Minor _____
GPA to date or at graduation _____ Percent of expenses covered _____
Internship? No / Yes. Where? _____
Honors or Awards _____ Activities _____

Technical School

Name _____ Dates _____ (FT or PT?)
City / State _____ Certification _____

Technical School

Name _____ Dates _____ (FT or PT?)
City / State _____ Certification _____

High School

Name _____ Graduated? No / Yes. Year _____
City / State _____ Activities _____

EMPLOYMENT HISTORY

Start with your current or most recent employer, then work backwards. Use extra paper if needed.

Employer #1 _____ Dates of employment _____

Address _____ Current (or last) title _____

City / State / Zip _____ How long in this position? _____

Major duties in current (or last) position _____

Other duties _____

Highlights or major achievements _____

Previous position with this employer (if any) and dates

Title _____ Dates _____

Major duties _____

Other duties _____

Highlights or major achievements _____

Any other positions with this employer? _____

Employer #2 _____ Dates of employment _____

Address _____ Last title _____

City / State / Zip _____ How long in this position? _____

Major duties in last position _____

Other duties _____

Highlights or major achievements _____

Previous position with this employer (if any) and dates

Title _____ Dates _____

Major duties in this position _____

Other duties _____

Highlights or major achievements _____

Any other positions with this employer? _____

Employer #3 _____ Dates of employment _____

Address _____ Last title _____

City / State / Zip _____ How long in this position? _____

Major duties in last position _____

Other duties _____

Highlights or major achievements _____

Previous position (if any) and dates

Title _____ Dates _____

Major duties in this position _____

Other duties _____

Highlights or major achievements _____

Any other positions with this employer? _____

Military Experience

Branch of service _____ Dates _____

Highest rank _____ Honorable Discharge? No / Yes

Assignments _____ Overseas? No / Yes. Where _____

Training _____ Awards _____

Personal Information

Citizenship: U.S. / Other. What country? _____ Worker's Visa? Yes / No

Date of birth (*will not be used*) _____ Place of birth _____

Current passport? No / No but Getting One / Yes. Expiration date _____

Any foreign language skills? No / Yes. Language(s) _____

Computer skills (software programs, operating systems) _____

Professional or personal licenses (Notary, Pilot, CDL, etc.) _____

Community service (church, service club, homeowners assn. etc) _____

Health: Excellent / Good / Fair or Poor (*if Fair or Poor, will not be used*)

Willing to travel? No / Yes. How far? International OK / U.S. only / regional only / local only

Willing to relocate? No / Yes. Specific area(s) in mind _____

Reason for this resumé (company promotion, exploring opportunities, unemployed etc.)

