

Name: _____

Age: _____

Contact Information

Mailing Address: _____

Cell Phone Number: _____

Home Phone Number: _____

E-Mail Address: _____

Position Desired: _____

Education

High School / GED: _____

School Location: _____

Years completed: _____

Did you graduate?: _____

Month and Year of graduation*: _____

Trade School: _____

School Location: _____

Years completed: _____

Did you graduate?: _____

* could be expected graduation date

Month and Year of graduation*: _____

Describe any specialized training you may have received: _____

College: _____

School Location: _____

Years completed: _____

Did you graduate?: _____

Month and Year of graduation*: _____

Degree obtained: _____

Describe any occupational licenses or certifications you have received: _____

CAREER & COLLEGE

Work Experience

Employer Name: _____

Employer Location: _____

Job Title: _____

Dates Employed: From: _____ To: _____

Major Responsibilities: _____

* could be expected graduation date

Employer Name: _____

Employer Location: _____

Job Title: _____

Dates Employed: From: _____ To: _____

Major Responsibilities: _____

Employer Name: _____

Employer Location: _____

Job Title: _____

Dates Employed: From: _____ To: _____

Major Responsibilities: _____

Professional Profile

A brief summary that highlights your key characteristic, skills and accomplishments.

Job Goal: _____

Select your top 10:

- _____ Bi-Lingual, Languages: _____
- _____ Dedicated reliable and hardworking with a positive attitude and strong work ethic
- _____ Honest, loyal and respectful; able to take direction and achieve outcomes
- _____ Customer service driven; strives to create positive and memorable experiences
- _____ Personable and kind; enjoys working with individuals of diverse backgrounds
- _____ Focused and self-motivated; eager to learn and takes pride in doing a good job
- _____ Team player; with the ability to work well independently
- _____ Positive leader and peer mentor; able to resolve conflicts swiftly and effectively
- _____ Extended level of focus and determination; can be counted on to get the job done
- _____ Strong verbal, written, and interpersonal skills
- _____ Strong work ethic; able to take direction and train others
- _____ Outstanding service and attendance record
- _____ Reliable, enthusiastic, resourceful and committed to getting the job done
- _____ Results orientated; operates efficiently under deadline pressure
- _____ Positive attitude with a special talent for motivating individuals of all backgrounds
- _____ Socially conscious and aware; driven to create positive change
- _____ Artistic and creative: _____ art mediums
- _____ Athletic: _____ sports
- _____ Mechanically inclined: _____ what are you good at
- _____ Musically inclined: _____ instruments
- _____ Kind and compassionate; able to put others at ease
- _____ Open minded and driven to create positive change and promote wellness
- _____ Outgoing and personable; key qualities include flexibility, perseverance and strong organizational skills
- _____ Strong attention for detail and design
- _____ Effective critical thinking skills; able to solve problems quickly
- _____ Accurate and thorough with close attention to detail
- _____ Capable of adapting easily to new environments; can successfully handle a wide

range of responsibilities, changing workloads and special projects.

_____ Able to take and honor constructive feedback and criticism

_____ Effective listener with strong written and verbal communication skills

_____ Creative problem solver; able to troubleshoot effectively to create quality solutions

_____ Takes pride in doing a good job; strives for continuous improvement

_____ Willing to learn, ready and eager to meet new challenges

Other skills/ attributes you possess:

Volunteering

Organization Name: _____

Organization Location: _____

Volunteer Title: _____

Dates Employed: From: _____ *To:* _____

Major Responsibilities: _____

Organization Name: _____

Organization Location: _____

Volunteer Title: _____

Dates Employed: From: _____ *To:* _____

Major Responsibilities: _____

Organization Name: _____

Organization Location: _____

Volunteer Title: _____

Dates Employed: From: _____ To: _____

Major Responsibilities: _____

Hobbies

List Hobbies:

_____ C3 QUEST, LLC

_____ CAREER & COLLEGE

_____ CONNECTION
