



## RESUME BUILDER

### Your Personal Details

Name:

Address:

Post Code:

Telephone:

Mobile:

Email:

Date of Birth:

Licences: e.g. Car/forklift/HC truck/ etc.

Own Transport      Yes / No

### Developed Skills & Abilities

(e.g. Good communication skills, team work, excellent sales ability, experienced labourer)

Employment History (start from most recent)

Year:

Organisation:

Position:

Duties/Responsibilities:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Year:

Organisation:

Position:

Duties/Responsibilities:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Year:

Organisation:

Position:

Duties/Responsibilities:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Year:

Organisation:

Position:

Duties/Responsibilities:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Year:

Organisation:

Position:

Duties/Responsibilities:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Work Experience** (only necessary if you have no Employment history)

Year:

Organisation:

Position:

Duties/Responsibilities:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Year:

Organisation:

Position:

Duties/Responsibilities:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Year:

Organisation:

Position:

Duties/Responsibilities:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Education**

Year Obtained:

Level Obtained:

**Further Education**

Year Obtained:

Level Obtained:

Year Obtained:

Level Obtained:

Year Obtained:

Level Obtained:

## Community Involvement & Voluntary Work

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Personal Qualities

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Hobbies & Interest

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Referees:

Name:  
Position:  
Organisation:  
City:  
Telephone Contact:

Name:  
Position:  
Organisation:  
City:  
Telephone Contact:

Name:  
Position:  
Organisation:  
City:  
Telephone Contact:

*Please note:*

- *Referees are people who are willing to be contacted directly by telephone by a potential employer.*
- *Ensure you have current permission from your referee.*