**Resume Builder**

|  |  |
| --- | --- |
| **Name** |  |
| **City** | **Zip** |
| **Phone Number** | **Email** |
|  |  |
| **Soft Skills - Select 15** | |
|  |  |
| **Motivated** | **Professional** |
| **Hardworking** | **Reliable** |
| **Organized** | **Positive** |
| **Good listener** | **Courteous** |
| **Good communicator** | **Trustworthy** |
| **Determined** | **Willing to learn** |
| **Prepared** | **Ambitious** |
| **Consistent** | **Excellent writer** |
| **Disciplined** | **Problem solver** |
| **Perfectionist** | **Planner** |
| **Respectful** | **Tactful** |
| **Relentless** | **Adaptable** |
| **Responsible** | **Leader** |
| **Punctual** | **Confident** |
| **Team player** | **Enthusiastic** |
| **Flexible** | **Mature** |
| **Good follow through** | **Accurate** |
| **Fun** | **Loyal** |
| **Versatile** | **Considerate** |
| **Helpful** | **Quick Learner** |

**Awards**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Language**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Certifications**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Technology Summary**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment History**

|  |  |
| --- | --- |
| **Job Title** |  |
| **City** |  |
| **Start Date** |  |
| **End Date** |  |
| **Duties** |  |

|  |  |
| --- | --- |
| **Job Title** |  |
| **City** |  |
| **Start Date** |  |
| **End Date** |  |
| **Duties** |  |

|  |  |
| --- | --- |
| **Job Title** |  |
| **City** |  |
| **Start Date** |  |
| **End Date** |  |
| **Duties** |  |

**Education:**

|  |  |  |
| --- | --- | --- |
| **Name of School** |  |  |
| **Degree** |  |  |
| **Year** |  |  |
|  |  |  |
| **Name of School** |  |  |
| **Degree** |  |  |
| **Year** |  |  |

**Notes:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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