MID-LEVEL RESUMES

CONTACT

FIRST NAME:

LAST NAME:

EMAIL:

PHONE:

HOW MANY YEARS HAVE YOU WORKED IN YOUR CURRENT FIELD?

GETTING STARTED

HOW MANY YEARS OF WORK EXPERIENCE DO YOU HAVE?

WHAT KINDS OF POSITIONS ARE YOU LOOKING FOR?

DO YOU ALREADY HAVE A RESUME?

PLEASE UPLOAD YOUR RESUME (SKIP IF YOU DON’T HAVE A RESUME.)

COPY AND PASTE THE JOB DESCRIPTIONS AND REQUIREMENTS FOR ANY OF THE JOBS THAT YOU ARE CURRENTLY APPLYING TO. THIS IS EXTREMELY IMPORTANT BECAUSE KEYWORDS FROM THE ANNOUNCEMENT CAN BE IMPLEMENTED INTO YOUR RESUME.

PROFESSIONAL SKILLS

##### If applicable, please include:

##### Foreign language skills with the skill level (novice, intermediate, or advanced) in reading and/or writing

##### Technology skills

##### Are you fluent in any foreign language?

##### Do you have any licenses that are specific to your job qualifications? If so, please list.

##### If you have a trade, do you operate any heavy machinery? If so, please list.

##### If you are in IT, do you have any IT certifications? If so, please list.

##### Have you been recognized for anything specific like great with people, punctual, team player, etc.

##### Please list any additional skills that you feel are related to your career field

##### List 3 to 5 career accomplishments as THEY relate to the job you are seeking to obtain (Employee of the month/year/etc...)

**USE THE FOLLOWING TO DESCRIBE YOUR ACHIEVEMENTS:**

* C – Context – Describe who you worked with and how many people? (ie: clients, youth, coworkers, teammates)
* C – Challenge – Describe the specific problem or goal?
* A – Action – Discuss the specific actions you took to address the challenge.
* R – Results – Give specific examples of measures/outcomes that had some impact on the organization.

LIST SKILLS RELATED TO YOUR EDUCATION, THOSE ACQUIRED THROUGHOUT YOUR CAREER, AND ANY PERSONAL SKILLS THAT YOU WANT TO HIGHLIGHT, I.E. FOREIGN LANGUAGE SKILLS, INCLUDING THE SKILL LEVEL (NOVICE, INTERMEDIATE, OR ADVANCED) IN READING AND/OR WRITING, TECHNOLOGY SKILLS, ETC.

EDUCATION

THE FOLLOWING MUST BE INCLUDED:

* TYPE OF DEGREE AND MAJOR
* COLLEGE OR UNIVERSITY
* CITY/STATE OF UNIVERSITY
* DATE OF GRADUATION (MONTH/YEAR)
* GPA (OPTIONAL)
* HONORS OR AWARDS, IF ANY (OPTIONAL)

IF YOU DO NOT HAVE A COLLEGE DEGREE, PLEASE INCLUDE:

* HIGH SCHOOL NAME
* TYPE OF DIPLOMA
* CITY/STATE OF HIGH SCHOOL
* DATE OF GRADUATION (MONTH/YEAR)
* GPA (OPTIONAL)
* HONORS OR AWARDS, IF ANY (OPTIONAL)

START WITH YOUR HIGHEST-LEVEL DEGREE AND WORK BACKWARD.

PROFESSIONAL WORK EXPERIENCE

##### Employment History: Only the last 10 years or less are needed and jobs relevant to the position you're seeking.  For example, if you have been on your job for 10+ years then you do not need to include previous jobs that you have had.

THE FOLLOWING MUST BE INCLUDED:

* POSITION & TITLE
* NAME OF ORGANIZATION AND LOCATION (CITY/STATE)
* START & END DATE (MM/YYYY)
* BRIEF DESCRIPTION OF DUTIES, AND IDENTIFY YOUR MAJOR ROLES, RESPONSIBILITIES, AND ACCOMPLISHMENTS

LIST YOUR FULL-TIME, PROFESSIONAL WORK HISTORY. START WITH YOUR MOST CURRENT AND WORK BACKWARD.

## I UNDERSTAND THAT WORK CANNOT BEGIN ON MY RESUME UNTIL MY PAYMENT HAS BEEN PROCESSED AND ALL REQUESTED INFORMATION HAS BEEN SUBMITTED.

## I UNDERSTAND THAT ALL SERVICES ARE NON-REFUNDABLE.

## I UNDERSTAND THAT MY INFORMATION WILL REMAIN CONFIDENTIAL.

## I UNDERSTAND THAT USING RESUMES BY NEEN DOES NOT GUARANTEE A JOB OR AN INTERVIEW.