Use this space to provide more detailed information about yourself. Just click on and highlight this type and replace it with anything you think an employer may want to know.

If you are a happy person or very organized, talk about that here. If you’re a morning person, you can say that too. If you’re looking for a certain kind of job, like working with animals or work outdoors, you can talk about that here too. And if you have some special skills or talents, list those:

* like a great memory,
* accurate proofing,
* or creative computer presentations

# A Little More About Me

**Street Address**

**City, State, ZIP**

**Home: 555-555-5555**

**Cell: 555-555-5555**

**myemail@isp.com**

Your Name

Work & Volunteer Experience

Your Job Title

**Company** **Name** *Start Date–End Date*

Supervisor Name

City, State ZIP

555-555-5555

While at Company, I did this and this. I also did some of that and that.

Your Job Title

**Company** **Name** *Start Date–End Date*

Supervisor Name

City, State ZIP

555-555-5555

While at Company, I did this and this. I also did some of that and that.

Your Job Title

**Company** **Name** *Start Date–End Date*

Supervisor Name

City, State ZIP

555-555-5555

While at Company, I did this and this. I also did some of that and that.

Education

Name of High School, Diploma/Certificate

Date Completed

Other Training/Coursework (ex., Ivy Tech Community College)

Type of Training /Coursework

Date Completed

References

Name, Job Title

Company or School

555-555-5555

Name, Job Title

Company or School

555-555-5555

Name, Job Title

Company or School

555-555-5555

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Let me

introduce

myself!

I’m looking for a good employer.

Street Address

City, State, ZIP

Home: 555-555-5555

Cell: 555-555-5555

myemail@isp.com

Your Name

Here’s what you need to know about me:

* I want to work.
* I’ll be there on time.
* I have some experience.
* I can learn.

Replace the photos in this brochure with your own photos that illustrate your job performance. Be sure to delete this type too.

Tel: 555 555 5555

Your Name