OhioMeansJobs®

Marion County
A proud partner of the
American Job Center network

RESUME PREPARATION INFORMATION

If you wish to develop your own resume, the Ohio Means Jobs Resource Center has a bank of computers with resume builder software and sample to use.

Our Employment Specialist can assist you in developing your resume. Please provide the following information to help us to prepare the document. When completed please email it to OMJMarion@jfs.ohio.gov or bring it to our office (address listed above).

Please respond to the following questions:

A) Do you have a resume that needs updating? ☐Yes   ☐No

B) Do you need a cover letter for a specific job? ☐Yes   ☐No

C) Do you want a reference sheet included?   ☐Yes   ☐No

Resume Heading

Name	
Address	
City, State, Zip	
Phone Number	
Email Address	

* Please use an email that is "appropriate" or "business like." An inappropriate email address would be one that would include anything of a negative, sexual, or derogatory nature. Please make sure you have access to the email you put on your resume. Check it often.

Employment Experience

Most Recent Employer		
Address		
City, State, Zip		
Dates of Employment	From:	To:
Job Title		
Job Description		

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622 Leader St.

Marion, Ohio 43302-2230

740-382-0076 (Voice)

740-387-2175 (Fax)

Supervisor Name	

List Skills, Include Software skills, awards earned, certification, licenses/training, promotions…

Employment Experience (Continued)

Next Most Recent Employer		
Address		
City, State, Zip		
Dates of Employment	From:	To:
Job Title		
Job Description		
Supervisor Name		

List Skills, Include Software skills, awards earned, certification, licenses/training, promotions…

Next Most Recent Employer		
Address		
City, State, Zip		
Dates of Employment	From:	To:
Job Title		
Job Description		
Supervisor Name		

List Skills, Include Software skills, awards earned, certification, licenses/training, promotions…

Next Most Recent Employer		
Address		
City, State, Zip		
Dates of Employment	From:	To:
Job Title		

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Job Description	
Supervisor Name	

List Skills, Include Software skills, awards earned, certification, licenses/training, promotions…

Education

Most Recent School	
Field of Study	
Degree Received	
Next Most Recent School	
Field of Study	
Degree Received	

List Skills, Include Software skills, awards earned, certification, licenses/training, promotions…

List programs started but not completed:

Military Experience

Branch of Service		
Dates of Services	From:	To:
Job Description		
Rank at Exit		

List Skills, Include Software skills, awards earned, certification, licenses/training, promotions…

Volunteer Experience

Organization	

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Volunteer Title	
Dates of Volunteer Service	From:　　　　　　　　To:
Type of Work Completed	

List Skills, Include Software skills, awards earned, certification, licenses/training, promotions…

Organization	
Volunteer Title	
Dates of Volunteer Service	From:　　　　　　　　To:
Type of Work Completed	

List Skills, Include Software skills, awards earned, certification, licenses/training, promotions…

Organization	
Volunteer Title	
Dates of Volunteer Service	From:　　　　　　　　To:
Type of Work Completed	

List Skills, Include Software skills, awards earned, certification, licenses/training, promotions…

Skills, Certifications, Licenses, etc.

Certifications/License	Title	From (Trainer)	Month/Year	VALID	
Forklift Certified				☐Yes	☐No
ISO 9001				☐Yes	☐No
CDL—Class A				☐Yes	☐No
Welding				☐Yes	☐No

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Food Safety				☐Yes	☐No
STNA				☐Yes	☐No
Phlebotomist				☐Yes	☐No
EMT				☐Yes	☐No
Information Tech.				☐Yes	☐No
HVAC				☐Yes	☐No
DENTAL				☐Yes	☐No
Medical				☐Yes	☐No
MicroSoft				☐Yes	☐No
Other				☐Yes	☐No
Other				☐Yes	☐No

Professional References

Name	
Employer/Title	
City State and Zip	
Phone Number	
Email	
Years Known	

Professional References (Continued)

Name	
Employer/Title	
City State and Zip	
Phone Number	
Email	
Years Known	

Name	
Employer/Title	
City State and Zip	
Phone Number	
Email	
Years Known	

Signature:_____ Date:_____