

EMPLOYMENT EXPERTS

INFORMATION FOR US TO CREATE A RESUME FOR YOU **Outline for the following form**

- KAILUA-KONA FORM -

Name: Name provided is how you want it to look on the resume
Address: Mailing Address
E-mail Address: If you do not have an e-mail address, please put “none”
Phone Number: Best number to reach you concerning job matters

Objective: Identifies the position or trade in which you are applying for.
Some examples are as follows:

- “Administrative Assistant or Clerical/Office Position”
- “Seeking positions to apply skills in Masonry Trade”
- “To contribute acquired skills to retail position” – Cashier
- “To contribute developed customer relations to a challenging position in a hotel” – Hotel Clerk

Qualifications and Skills: Consists of about 6-9 personality traits, learned skills and/or abilities.
Some examples are as follows:

- | | | |
|-------------|-------------------|-----------------------|
| Reliable | Quick Learner | Work well with others |
| Dependable | Follow directions | Enthusiastic |
| Hard Worker | Self-motivated | Team Player |

Work Experience: Please include three (3) to five (5) previous jobs. Three (3) will appear on the resume however, five (5) will help us to decipher skills obtained, to better your chances of getting the job you are applying for.

Education: High School Diploma; College courses and/or degrees

References: List three (3) people who will give you a good solid reference for the position for which you are applying. These people may be co-workers, supervisors, friends and/or relatives.

When you have completed this form, you may fax it to us at 808.326.1634

Or send it to:

Employment Experts
Attn: Resume Dept.
74-5583 Luhia Street
Suite: A-11a

Kailua-Kona, Hawaii 96740

Alternatively, e-mail it to us at resumes@employment-experts.com

We will notify you once we have completed your resume.

INFORMATION NEEDED FOR US TO CREATE A RESUME FOR YOU

Name: _____

Name provided is how you want it to look on your resume

Address: _____

Mailing Address

E-mail Address: _____

If you do not have an e-mail address, please put "none"

Phone Number: _____

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Objective: _____

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Some examples are as follows:

"Administrative Assistant or Clerical/Office Position"

"Seeking positions to apply skills in Masonry Trade"

"To contribute acquired skills to retail position" – Cashier

"To contribute developed customer relations to a challenging position in a hotel" – Hotel Clerk

Skills and Qualifications

Consists of about 6-9 personality traits, learned skills and/or abilities.

Some examples are as follows:

Reliable
Dependable
Hard Worker

Quick Learner
Follow directions
Self-motivated

Work well with others
Enthusiastic
Team Player

1) _____ 2) _____ 3) _____

4) _____ 5) _____ 6) _____

7) _____ 8) _____ 9) _____

Work Experience

Please include three (3) to five (5) previous jobs. Three (3) will appear on the resume however, five (5) will help us to decipher skills obtained, to better your chances of getting the job you are applying for.

Company Name: _____

Address: _____

Dates Worked: _____

Job Title: _____

Job Duties (Detail): _____

Company Name: _____

Address: _____

Dates Worked: _____

Job Title: _____

Job Duties (Detail): _____

Company Name: _____

Address: _____

Dates Worked: _____

Job Title: _____

Job Duties (Detail): _____

Company Name: _____

Address: _____

Dates Worked: _____

Job Title: _____

Job Duties (Detail): _____

Company Name: _____

Address: _____

Dates Worked: _____

Job Title: _____

Job Duties (Detail): _____

Education

High School Diploma; College courses and/or degrees

Education: _____

High School: _____

Year Graduated: _____

College(s): _____

Degrees/Majors/Classes: _____

Year Started: _____

Year Completed: _____

References

List three (3) people who will give you a good solid reference for the position for which you are applying. These people may be co-workers, supervisors, friends and/or relatives.

Name: _____

Occupation: _____

Relationship: _____

Address: _____

E-mail Address: _____

Phone Number: _____

Year Completed: _____

Name: _____

Occupation: _____

Relationship: _____

Address: _____

E-mail Address: _____

Phone Number: _____

Year Completed: _____

Name: _____

Occupation: _____

Relationship: _____

Address: _____

E-mail Address: _____

Phone Number: _____

Year Completed: _____

Additional Information

Provide any additional information you may deem important which is not already listed.

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74-5583 Luhia Street

Suite: A-11a

Kailua-Kona, Hawaii 96740

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