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## North Central Career Centers

100 Erdman Way, Leominster, MA 01453  
978-534-1481  
25 Main Street, Gardner, MA 01440  
PH: 978-632-5050  
[www.ccnm.com](http://www.ccnm.com)

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### RESUME COMPONENTS

#### HEADING

NAME:

HOME ADDRESS:

CITY, STATE, ZIP:

PHONE:

E-MAIL:

#### PROFESSIONAL PROFILE / SUMMARY / JOB TITLE

*The form may also be used to collect data to complete job applications online or in person*

Reference: <http://online.onetcenter.org> 7/2015



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# WORK HISTORY

List work experience going back 10-15 years- max.  
Use this website O\*NET to help with duties & responsibilities:

<b>#1) EMPLOYER:</b>		<b>PHONE:</b>
<b>JOB TITLE:</b>		
<b>ADDRESS (STREET, CITY, STATE, ZIP):</b>	<b>SUPERVISOR NAME:</b>	
<b>DUTIES AND RESPONSIBILITIES:</b>		
<b>START DATE:</b>	<b>END DATE:</b>	
<b>REASON FOR LEAVING:</b>		
<b>START PAY:</b>	<b>END PAY:</b>	
<b>#2) EMPLOYER:</b>		<b>PHONE:</b>
<b>JOB TITLE:</b>		
<b>ADDRESS (STREET, CITY, STATE, ZIP):</b>	<b>SUPERVISOR NAME:</b>	
<b>DUTIES AND RESPONSIBILITIES:</b>		
<b>START DATE:</b>	<b>END DATE:</b>	
<b>REASON FOR LEAVING:</b>		
<b>START PAY:</b>	<b>END PAY:</b>	

# WORK HISTORY (cont'd)

Remember to only list work experience going back 10-15 years- max.

**#3) EMPLOYER:**

**PHONE:**

**JOB TITLE:**

**ADDRESS (STREET, CITY, STATE, ZIP):**

**SUPERVISOR NAME:**

**DUTIES AND RESPONSIBILITIES:**

**START DATE:**

**END DATE:**

**REASON FOR LEAVING:**

**START PAY:**

**END PAY:**

**#4) EMPLOYER:**

**PHONE:**

**JOB TITLE:**

**ADDRESS (STREET, CITY, STATE, ZIP):**

**SUPERVISOR NAME:**

**DUTIES AND RESPONSIBILITIES:**

**START DATE:**

**END DATE:**

**REASON FOR LEAVING:**

**START PAY:**

**END PAY:**

# EDUCATION HISTORY

#1) SCHOOL NAME:		START DATE:
SCHOOL ADDRESS (STREET, CITY, STATE, ZIP):	END DATE:	
MAJOR:		
DEGREE:		
RELEVANT COURSEWORK:		
#2) SCHOOL NAME:		START DATE:
SCHOOL ADDRESS (STREET, CITY, STATE, ZIP):	END DATE:	
MAJOR:		
DEGREE:		
RELEVANT COURSEWORK:		

# PROFESSIONAL DEVELOPMENT

## WORKSHOPS & TRAININGS

Many companies will send employees to trainings as part of their work duties. You should always keep a record of these types of trainings.

<b>TITLE:</b>	<b>SPONSOR:</b>	<b>DATE:</b>
<b>TRAINING TOPICS:</b>		<b>CERTIFICATE AWARDED:</b>

<b>TITLE:</b>	<b>SPONSOR:</b>	<b>DATE:</b>
<b>TRAINING TOPICS:</b>		<b>CERTIFICATE AWARDED:</b>

<b>TITLE:</b>	<b>SPONSOR:</b>	<b>DATE:</b>
<b>TRAINING TOPICS:</b>		<b>CERTIFICATE AWARDED:</b>

# VOLUNTEER EXPERIENCE

<b>#1) ORGANIZATION:</b>		<b>PHONE:</b>
<b>ADDRESS (STREET, CITY, STATE, ZIP):</b>	<b>CONTACT NAME:</b>	
<b>DUTIES AND RESPONSIBILITIES:</b>		
<b>START DATE:</b>	<b>END DATE:</b>	
<hr/>		
<b>#2) ORGANIZATION:</b>		<b>PHONE:</b>
<b>ADDRESS (STREET, CITY, STATE, ZIP):</b>	<b>CONTACT NAME:</b>	
<b>DUTIES AND RESPONSIBILITIES:</b>		
<b>START DATE:</b>	<b>END DATE:</b>	
<hr/>		
<b>#3) ORGANIZATION:</b>		<b>PHONE:</b>
<b>ADDRESS (STREET, CITY, STATE, ZIP):</b>	<b>CONTACT NAME:</b>	
<b>DUTIES AND RESPONSIBILITIES:</b>		
<b>START DATE:</b>	<b>END DATE:</b>	

**REFERENCES – Not for the resume. Should be on a separate sheet.** Begin a list of the names, titles, addresses and phone numbers of people who have known you for at least one year, preferably a manager or coworker who know your skills/abilities as they relate to work. Be sure to **get their permission** before giving out their names and phone numbers & updated when used. Do not list relatives

<b>#1) NAME:</b>	
<b>TITLE:</b>	<b>PHONE:</b>
<b>EMPLOYER:</b>	<b>E-MAIL:</b>
<b>ADDRESS (STREET, CITY, STATE)</b>	
<b>#2) NAME:</b>	
<b>TITLE:</b>	<b>PHONE:</b>
<b>EMPLOYER:</b>	<b>E-MAIL:</b>
<b>ADDRESS (STREET, CITY, STATE)</b>	
<b>#3) NAME:</b>	
<b>TITLE:</b>	<b>PHONE:</b>
<b>EMPLOYER:</b>	<b>E-MAIL:</b>
<b>ADDRESS (STREET, CITY, STATE)</b>	
<b>#4) NAME:</b>	
<b>TITLE:</b>	<b>PHONE:</b>
<b>EMPLOYER:</b>	<b>E-MAIL:</b>
<b>ADDRESS (STREET, CITY, STATE)</b>	
<b>#5) NAME:</b>	
<b>TITLE:</b>	<b>PHONE:</b>
<b>EMPLOYER:</b>	<b>E-MAIL:</b>
<b>ADDRESS (STREET, CITY, STATE)</b>	