**Resume and Application Information Sheet**

For: Click here to enter text.

Your Address: Click here to enter text.

Email Address: Click here to enter text. Phone: Click here to enter text.

**Education: Helena High School 1300 Billings Ave, Helena MT 59601**

Graduation: Choose an item. Date Started: Choose an item.

**Work Experiences:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name of Business:** | **Supervisor or Owner’s FULL Name** | **Address** | **Phone** | **Pay (per hour)** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
|  | **Job Title** | **Duties**  **(Include everything you did-the cell will get bigger as you type)** | | **Month/year you started** | **Month/year you left** |
| 1. |  | Click here to enter text. | |  |  |
| 2. |  | Click here to enter text. | |  |  |
| 3. |  | Click here to enter text. | |  |  |

**Other work (paid or not) Experiences: (Babysitting, lawn care, snow shoveling, odd jobs):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Complete names of people/families you worked for:** | **Address** | **Phone Number** | **Duties (Include # of children and ages) Be as detailed as possible!** |
|  |  |  | Click here to enter text. |
|  |  |  | Click here to enter text. |
|  |  |  | Click here to enter text. |
|  |  |  | Click here to enter text. |
|  |  |  | Click here to enter text. |

**Volunteer/Team or Club Experiences:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Sport or Club** | **Leadership Position** | **Dates of Involvement** | **Specific Activities that taught you skills (team work; money management; fund raising, etc.)** |
|  |  |  | Click here to enter text. |
|  |  |  | Click here to enter text. |
|  |  |  | Click here to enter text. |

**References (Be sure you have asked permission):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Employer** | **Job title** | **Phone Number** | **Address** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Personal Skills: (Click in the box)**

Computer Skills Hard Working Honest

Microsoft Word Can Count Money Work Cash Register

Microsoft Excel Driver’s License Change Oil or tire

Telephone Skills Use Hand tools Construction skills

Customer Service Skills Certifications:Click here to enter text.