**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.