**CONTACT INFORMATION**

YOUR NAME:

STREET ADDRESS:

CITY / STATE:

ZIPCODE:

PHONE:

YOUR E-MAIL:

LINKED IN Profile:

**EDUCATION**

**Montgomery College,** Campus attending:

Title of Degree or Certification completed:

**(and/or)**

Major or Program at Montgomery College:

**Start Date** at Montgomery College:

Are you Currently attending or finished MC/date:

Relevant Coursework (TITLES NOT NUMBERS):

MC Extra Curricular or Leadership Activities:

Detailed Description of Special Projects:

Other Colleges Attended:

Location (City/State):

Dates attended:

Major or Degree at that college:

Name of Your High School:

Location (City/State or City/Country):

Year of Graduation:

If High School Graduation is in the last three years – any relevant honors or awards (including AP or Honors classes), any extracurricular activities, and/or any leadership positions:

Detailed Description of Special Projects:

**WORK EXPERIENCE (List CURRENT or most recent job first!)**

**\***Job Title/Position #1:

Name of Company or Organization:

City/State or City/Country:

Start Date of Employment (month/year):

End Date of Employment (month/year):

What did you do there? List the duties/tasks/responsibilities:

\*Job Title/Position #2:

Name of Company or Organization:

City/State or City/Country:

Start Date of Employment (month/year):

End Date of Employment (month/year):

What did you do there? List the duties/tasks/responsibilities:

\*Job Title/Position #3:

Name of Company or Organization:

City/State or City/Country:

Start Date of Employment (month/year):

End Date of Employment (month/year):

What did you do there? List the duties/tasks/responsibilities:

**VOLUNTEER EXPERIENCE**

\*Volunteer Title/Position:

Name of Company or Organization:

City/State or City/Country:

Start Date of Volunteer (month/year):

End Date of Volunteer (month/year):

What did you do there? List the duties/tasks/responsibilities:

Volunteer Title/Position:

Name of Company or Organization:

City/State or City/Country:

Start Date of Volunteer (month/year):

End Date of Volunteer (month/year):

What did you do there? List the duties/tasks/responsibilities:

**CLUBS and ACTIVITIES**

Name of Club:

Location:

Dates of Involvement:

Name of Club:

Location:

Dates of Involvement:

**SKILLS**

Name Microsoft Office software that you know / use:

MS Word? Yes \_\_\_\_\_        or        No \_\_\_\_\_

MS Excel? Yes \_\_\_\_\_        or        No \_\_\_\_\_

MS PowerPoint? Yes \_\_\_\_\_        or        No \_\_\_\_\_

MS Access? Yes \_\_\_\_\_        or        No \_\_\_\_\_

MS Outlook? Yes \_\_\_\_\_        or        No \_\_\_\_\_

MS Publisher? Yes \_\_\_\_\_        or        No \_\_\_\_\_

Any other computer software, hardware, or programming? \_\_\_\_\_\_\_\_\_\_\_\_\_

Are you certified with CPR and First Aid?      Yes \_\_\_\_\_        or        No \_\_\_\_\_

Do you speak any languages other than English fluently?   Yes \_\_\_\_\_        or        No \_\_\_\_\_

(If so, which languages?):

Basic Skills (check off the skills you have acquired through your educational, employment and other activities):

\_\_\_ writing \_\_\_ managing others

\_\_\_ organizing \_\_\_ remembering

\_\_\_ communicating \_\_\_ manual dexterity

\_\_\_ working with numbers \_\_\_ meeting deadlines

\_\_\_ imagining \_\_\_ supervising

\_\_\_ Supporting others \_\_\_ researching

\_\_\_ analyzing \_\_\_ keeping records

\_\_\_ handling new situations \_\_\_ understanding new ideas

\_\_\_ following instructions \_\_\_ teaching

\_\_\_ using tools \_\_\_ selling

\_\_\_ physical strength \_\_\_ budgeting

\_\_\_ problem solving \_\_\_ public speaking

\_\_\_ helping others \_\_\_ planning

Qualities (check off the qualities you have acquired through your educational, employment or other activities):

\_\_\_ enthusiasm \_\_\_ dependability

\_\_\_ flexibility \_\_\_ creativity

\_\_\_ leadership \_\_\_ patience

\_\_\_ punctuality \_\_\_ intelligence

\_\_\_ motivation \_\_\_ diligence

\_\_\_ efficiency \_\_\_ energy

\_\_\_ preciseness \_\_\_ thoroughness

\_\_\_ dedication \_\_\_ honesty

\_\_\_ persistence \_\_\_ sensitivity

\_\_\_ humor \_\_\_ kindness