

# **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.

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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](mailto: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:** \_\_\_\_\_

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
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## Skills and Qualifications

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           |

- 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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