



Please fill out form either by typing in the blanks or filling out. Please email form back to design1@srt.com. If you choose to fill it out instead please fax back to: 701-839-1981 or drop off at our office.

e-mail: design1@srt.com  
2802 South Broadway, Suite A  
Minot, North Dakota 58701  
701.839.1224 • Fax 701.839.1981

## Resume Information

### Identification

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone (optional) \_\_\_\_\_  
email address \_\_\_\_\_

### Experience

List work order in reverse chronological order. Present job first, then previous jobs. Include only three to four jobs. Don't go back farther than ten years. Make a separate list of your job duties and tasks you perform(ed) at each job, and list the five most important duties on the job description line.

Company \_\_\_\_\_ City, State \_\_\_\_\_  
Date \_\_\_\_\_ Job Title \_\_\_\_\_  
Job Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company \_\_\_\_\_ City, State \_\_\_\_\_  
Date \_\_\_\_\_ Job Title \_\_\_\_\_  
Job Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company \_\_\_\_\_ City, State \_\_\_\_\_  
Date \_\_\_\_\_ Job Title \_\_\_\_\_  
Job Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company \_\_\_\_\_ City, State \_\_\_\_\_  
Date \_\_\_\_\_ Job Title \_\_\_\_\_  
Job Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



e-mail: design1@srt.com  
2802 South Broadway, Suite A  
Minot, North Dakota 58701  
701.839.1224 • Fax 701.839.1981

*Resume information continued*

**Education**

List all information about your academic background in reverse chronological order.

Date \_\_\_\_\_ School \_\_\_\_\_ City State \_\_\_\_\_

Degree, Diploma, Certificate, or credits attained \_\_\_\_\_

Date \_\_\_\_\_ School \_\_\_\_\_ City State \_\_\_\_\_

Degree, Diploma, Certificate, or credits attained \_\_\_\_\_

Date \_\_\_\_\_ School \_\_\_\_\_ City State \_\_\_\_\_

Degree, Diploma, Certificate, or credits attained \_\_\_\_\_

**Skills/Specialized Training**

List any specialized skills, such as computer programs, etc. (optional)

\_\_\_\_\_  
\_\_\_\_\_

**Special Certificates Awards, or Community Service (optional)**

\_\_\_\_\_  
\_\_\_\_\_

**References (optional, additional charge for reference page)**

Name \_\_\_\_\_ Job Title & Place of Employment \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Name \_\_\_\_\_ Job Title & Place of Employment \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Name \_\_\_\_\_ Job Title & Place of Employment \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_