Student Employment Programs (SEPs)

Resume Template

Job Number: _____

Name: _____

Address: _____

Home Telephone: _____ **Cell Phone:** _____

Email address: _____

College/University: _____

Major: _____

Total Credits Earned: _____ (semester) _____ (quarterly)

Number of Credits in Progress: _____ (semester) _____ (quarterly)

Class: _____
  Freshman
  Sophomore
  Junior
  Senior
  Graduate Student

Expected Graduation Date: _____

Work Experience

Position title: _____
From/To: _____
Employer's Name: _____
Employer's address: _____
Supervisor's name and phone number: _____

Position title: _____
From/To: _____
Employer's Name: _____
Employer's address: _____
Supervisor's name and phone number: _____

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From/To: _____
Employer's Name: _____
Employer's address: _____
Supervisor's name and phone number: _____

Please Note: References will be contacted

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General Information

Are you a U.S. Citizen? YES ___ NO ___

Do you claim veteran's preference? YES ___ NO ___

If you checked "yes" to veteran's preference, you must attach a copy of your DD-214.

Signature _____Date_____

(Original signature required for each resume cover sheet submitted)