**EMPLOYMENT[[1]](#endnote-1):**

*Name of Employer* Month/Year Started - Month/Year Finished

*Position Title* Average hours per week: *# of hours*

List the major duties that you performed as part of this job

*Name of Employer* Month/Year Started - Month/Year Finished

*Position Title* Average hours per week: *# of hours*

List the major duties that you performed as part of this job

*Name of Employer* Month/Year Started - Month/Year Finished

*Position Title* Average hours per week: *# of hours*

List the major duties that you performed as part of this job

*Name of Employer* Month/Year Started - Month/Year Finished

*Position Title* Average hours per week: *# of hours*

List the major duties that you performed as part of this job

*Name of Employer* Month/Year Started - Month/Year Finished

*Position Title* Average hours per week: *# of hours*

List the major duties that you performed as part of this job

*Name of Employer* Month/Year Started - Month/Year Finished

*Position Title* Average hours per week: *# of hours*

List the major duties that you performed as part of this job

**FORMAL EDUCATION:[[2]](#endnote-2)**

*Area of Study/Major* Graduation Date:*Month/Year*

*School/Institution* *Highest Level Completed*

*Area of Study/Major* Graduation Date:*Month/Year*

*School/Institution* *Highest Level Completed*

*Area of Study/Major* Graduation Date:*Month/Year*

*School/Institution* *Highest Level Completed*

**Knowledge, Skills, and Abilities:[[3]](#endnote-3)**

*Administrative and Accounting Skills:*

Typing Ability Auditing Budgeting

*Computer Skills:*

Word Processing Software Spreadsheet Software Microsoft Access

Microsoft Office Suite Microsoft Excel Microsoft Power Point

*Language Skills:*

English:  Spanish:  Other: Click here to enter text

1. Applicants are encouraged to provide their full employment history listing all of their professional experience regardless of the number of years that experience spans. It is recommended to provide employment history in chronological order. [↑](#endnote-ref-1)
2. Applicants must indicate they have completed High School or an equivalent level of education on their State profile or resume. Applicants are also encouraged to upload copies of unofficial transcripts for any coursework they have completed. In some instances, certain job announcements may require transcripts. [↑](#endnote-ref-2)
3. Applicants should identify all skills they possess and the level of their ability if applicable. [↑](#endnote-ref-3)