

# OhioMeansJobs – Morrow – Resume Form

## Heading Information

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

## Core Skills

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Employment Information:

Most Recent Employer Name \_\_\_\_\_

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

Job Title \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

List of *detailed* daily responsibilities

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer Name \_\_\_\_\_

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

Job Title \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

List of *detailed* daily responsibilities

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employer Name** \_\_\_\_\_

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

Job Title \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

List of ***detailed*** daily responsibilities

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**Employer Name** \_\_\_\_\_

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

Job Title \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

List of ***detailed*** daily responsibilities

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**Education Information**

College Attended \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Type of Study \_\_\_\_\_ Did you Graduate \_\_\_\_\_

Vocational School Attended \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Type of Study \_\_\_\_\_ Did you Graduate \_\_\_\_\_

High School Attended \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Did you graduate \_\_\_\_\_ if no do you have a GED \_\_\_\_\_

Obtained GED From \_\_\_\_\_

Certifications or Awards (examples: Forklift, CPR)

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**Military Information**

Branch \_\_\_\_\_ Rank or Job Title \_\_\_\_\_

Served from \_\_\_\_\_ to \_\_\_\_\_

List of daily job duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References** (please include *professional* references only)

Name \_\_\_\_\_ Company Name \_\_\_\_\_

Title \_\_\_\_\_ Company Address \_\_\_\_\_ Phone \_\_\_\_\_

Company City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Name \_\_\_\_\_ Company Name \_\_\_\_\_

Title \_\_\_\_\_ Company Address \_\_\_\_\_ Phone \_\_\_\_\_

Company City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Name \_\_\_\_\_ Company Name \_\_\_\_\_

Title \_\_\_\_\_ Company Address \_\_\_\_\_ Phone \_\_\_\_\_

Company City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Note: Please make sure you have their permission to use them as a reference.

**References Provided Upon Request are not listed on any resume. Employers will ask for them if they are need.**

**Please allow 5 to 7 working days to complete your resume. Thank You.**

***office use only***

Date Received \_\_\_\_\_ Date Completed \_\_\_\_\_



**Morrow  
County**

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