

**RESUME SERVICE WORKSHEET**

**PLEASE READ CAREFULLY:**

We want you to be completely satisfied with your resume. In order for us to do that, please fill in the information below. You should also understand that you will be paying in advance for the resume and that there will be no refund for any reason. You should proof read your resume before you accept it. We will be glad to make any changes or corrections before you accept it. Otherwise, you will be charged for changes after acceptance.

**FREE The Job Network POSTING**

In addition to the printed copy of your resume, at no additional cost to you, we will create a profile for you and place your resume on The Job Network website where thousands of potential employers will be able to review it. You will receive the account information and be able to login and update your profile. You can also post a new resume. You can even choose to receive email notifications from the employers. If you have any questions concerning The Job Network, please ask a sales representative.

Please sign here if you agree to this free service:  X   
(Signature required for TJN online resume posting)

**CUSTOMER INFORMATION**

Name: \_\_\_\_\_ Home or Cell Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Special Instructions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CHARGES**

1 Page Resume and 20 Copies		\$40.00 = \$	_____
2 Page Resume and 20 Copies		\$50.00 = \$	_____
3 Page Resume and 20 Copies		\$60.00 = \$	_____
Additional Copies \$.50 each page (\$5.00 Minimum)	_____ Copies @ \$ .50	= \$	_____
Cover Letter or Reference Page: \$5.00 per page	_____ Pages @ \$ 5.00	= \$	_____
Changes: 20.00 per hour (\$5.00 Minimum)	_____ Hours(est) @ \$20.00	= \$	_____
Consulting: \$30.00 per hour	_____ Hours(est) @ \$30.00	= \$	_____
Rush Job (Less than 24 hours delivery time)		@ \$15.00 = \$	_____
Other Charges: _____		= \$	_____
The Job Network		\$0.00 = \$	Free!!! _____
	Sub-Total	\$	_____
	Tax	\$	_____
	Total (Payment due in advance)	\$	_____

**I have read and understand the above, and agree to all charges indicated.**

Customer Signature: \_\_\_\_\_ Date accepted: \_\_\_\_\_  
 Customer Initials: \_\_\_\_\_  
 (When resume is accepted)

<b>Company Use Only:</b>	
Date & Time received: _____	File Name: _____
	Received by: _____

## RESUME INFORMATION FORM

1. Please fill in **ALL** information. The more information or detail you can give the better job we can do in your resume.
2. You may list an objective or we will supply one for you.
3. Be sure to include phone numbers with your references. (References are optional.)
4. Be sure to list your job title, and then list your major duties. **DO NOT** use abbreviations in your job description unless you want them used in your resume.

### PERSONAL INFORMATION

(Please Print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Other Means of Contact (Optional) Pager, Cellular Phone, Email: \_\_\_\_\_

User Account Information for profile on The Job Network

\*This information will be used to notify you of the matches on The Job Network.

Valid Email Address: \_\_\_\_\_

Suggested Username: \_\_\_\_\_

Please note that if another person on The Job Network already uses your suggested username, we will try to closely match your suggestion.

Password: \_\_\_\_\_

Select area you are seeking employment:

Local     Regional     Anywhere in the USA

### OBJECTIVE

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

Job position you are seeking: \_\_\_\_\_

### EDUCATION

**Check Highest Level:**

Less than 9th Grade

9th Grade and above

High School Graduate

Associate's Degree

Technician

Practical Engineer

Some College/University

Bachelor's Degree

MBA

Master's Degree

JD

PhD/Doctorate

Tech/Trade School

**(Current to Previous)**

Dates Attended or Graduation Date (Years) \_\_\_\_\_  
Institution Attended \_\_\_\_\_  
Address (City, State) \_\_\_\_\_  
Major and/or Degree Earned \_\_\_\_\_  
Did you complete your degree?      Yes      No  
Other Information (Optional) Honors, GPA, Special Training, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates Attended or Graduation Date (Years) \_\_\_\_\_  
Institution Attended \_\_\_\_\_  
Address (City, State) \_\_\_\_\_  
Major and/or Degree Earned \_\_\_\_\_  
Did you complete your degree?      Yes      No  
Other Information (Optional) Honors, GPA, Special Training, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates Attended or Graduation Date (Years) \_\_\_\_\_  
Institution Attended \_\_\_\_\_  
Address (City, State) \_\_\_\_\_  
Major and/or Degree Earned \_\_\_\_\_  
Did you complete your degree?      Yes      No  
Other Information (Optional) Honors, GPA, Special Training, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK EXPERIENCE**  
**(Current to Previous)**

Beginning & Ending Dates of Employment (Month/Year) \_\_\_\_\_  
Company Name \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Job Title \_\_\_\_\_  
Job Description \_\_\_\_\_  
\_\_\_\_\_  
Qualifications: \_\_\_\_\_ Years of Experience: \_\_\_\_\_  
\_\_\_\_\_

Beginning & Ending Dates of Employment (Month/Year) \_\_\_\_\_  
Company Name \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Job Title \_\_\_\_\_  
Job Description \_\_\_\_\_  
\_\_\_\_\_  
Qualifications: \_\_\_\_\_ Years of Experience: \_\_\_\_\_  
\_\_\_\_\_

Beginning & Ending Dates of Employment (Month/Year) \_\_\_\_\_  
Company Name \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Job Title \_\_\_\_\_  
Job Description \_\_\_\_\_

Qualifications: \_\_\_\_\_ Years of Experience: \_\_\_\_\_

Beginning & Ending Dates of Employment (Month/Year) \_\_\_\_\_  
Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Job Title \_\_\_\_\_  
Job Description \_\_\_\_\_

Qualifications: \_\_\_\_\_ Years of Experience: \_\_\_\_\_

**MILITARY EXPERIENCE  
(OPTIONAL)**

Beginning & Ending Dates of Service (Month/Year) \_\_\_\_\_  
Branch of Service \_\_\_\_\_  
Job Title and/or Rank at Discharge \_\_\_\_\_  
Brief Description of Duties \_\_\_\_\_

**REFERENCES  
(OPTIONAL)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Phone Number \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Phone Number \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Phone Number \_\_\_\_\_