

# RESUME

Date \_\_\_\_\_

Resume of Experience for \_\_\_\_\_  
(Name of Owner or Key Employee)  
who is \_\_\_\_\_ of the firm \_\_\_\_\_  
(Position) (Name of Company)

## Personal Information:

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_  
Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_  
Address (include county) \_\_\_\_\_  
\_\_\_\_\_  
If married, name of spouse \_\_\_\_\_ Spouse's Social Security # \_\_\_\_\_

## Education:

High School \_\_\_\_\_  
College \_\_\_\_\_  
Trade School \_\_\_\_\_  
Education relating to construction \_\_\_\_\_

## Experience with Company:

Starting Date \_\_\_\_\_ Starting Position \_\_\_\_\_  
Present position and responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Percentage of ownership (if applicable) \_\_\_\_\_ %

## Past Experience in Field:

Name of Prior Company	Address	Dates of Prior Employment	Responsibilities
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Personal References:

Name	Address	Phone Number	Length of time acquainted
_____	_____	_____	_____
_____	_____	_____	_____