



# DYREKFIT STAFFING LLC.

## RESUME WRITING CONSULTATION FORM

### I. PERSONAL DATA

NAME: \_\_\_\_\_  
  LAST  FIRST  MIDDLE  HOME PHONE#

ADDRESS: \_\_\_\_\_  
  NUMBER  STREET  CITY  STATE  ZIP  BUSINESS PHONE#

EMAIL: \_\_\_\_\_  PHONE: \_\_\_\_\_

### II. REFERENCES

LIST (3) CHARACTER REFERENCES, NOT RELATIVES, IN-LAWS OR PAST EMPLOYERS, WHO HAVE KNOWN YOU DURING THE PAST THREE (3) YEARS.

1. NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ YEARS ACQUAINTED \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
DAYTIME PHONE# \_\_\_\_\_ OCCUPATION \_\_\_\_\_
  
2. NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ YEARS ACQUAINTED \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
DAYTIME PHONE# \_\_\_\_\_ OCCUPATION \_\_\_\_\_
  
3. NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ YEARS ACQUAINTED \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
DAYTIME PHONE# \_\_\_\_\_ OCCUPATION \_\_\_\_\_

### III. EDUCATION

A. DO YOU HAVE: (CHECK APPROPRIATE) \_\_GED CERTIFICATE\_\_ \_\_HS DIPLOMA\_\_ \_\_COLLEGE DEGREE\_\_ \_\_POST-GRAD DEGREE\_\_ \_\_VOCATIONAL-TECHNICAL CERTIFICATE

B. LIST ALL HIGH SCHOOL, COLLEGES AND UNIVERSITIES YOU HAVE ATTENDED.

MONTH/YEAR ATTENDED FROM	TO	NAME & LOCATION STREET, CITY, STATE, ZIP	#OF CREDITS COMPLETED	TYPE OF DEGREE	MAJOR	COMPLETION MONTH/YEAR
-						
-						
-						
-						

### IV. ORGANIZATIONAL MEMBERSHIPS

LIST FRATERNITIES/SORORITIES, ALUMNI, SOCIETIES/ORGANIZATIONS OF WHICH YOU ARE, OR HAVE BEEN AN AFFILIATE.

NAME OF ORGANIZATION	ADDRESS	OFFICE HELD

## V. LICENSE/CERTIFICATIONS

LICENSE/CERTIFICATION	ISSUING COMPANY	ISSUE DATE

## VI. MILITARY STATUS

HAVE YOU EVER SERVED IN THE ARMY, NAVY, MARINE CORPS, AIR FORCE, COAST GUARD, R.O.T.C. OR ANY OTHER MILITARY ORGANIZATION? (IF THERE IS MORE THAN ONE PERIOD, LIST SEPARATELY)

MONTH/YEAR ENTERED	BRANCH/ORGANIZATION	DISCHARGE DATE	TYPE OF DISCHARGE	RANK	OCCUPATIONAL SPECIALTY

## VII. EMPLOYMENT HISTORY

LIST YOUR PRESENT EMPLOYER OR LAST JOB FIRST. (PAST 10 YEARS OF EMPLOYERS ONLY)

<b>EMPLOYER #1</b>	TELEPHONE	DATES EMPLOYED (MM/DD/YYYY) FROM                      TO
ADDRESS	CITY	STATE/ZIP
JOB TITLE	HOURLY OR ANNUAL SALARY STARTING                      FINAL	
LIST PRIMARY DUTIES:	SUPERVISOR NAME/TITLE:  COMPANY PHONE: (      )  COMPANY ADDRESS: _____  CITY _____ STATE _____ ZIP _____	
<b>EMPLOYER #2</b>	TELEPHONE	DATES EMPLOYED (MM/DD/YYYY) FROM                      TO
ADDRESS	CITY	STATE/ZIP
JOB TITLE	HOURLY OR ANNUAL SALARY STARTING                      FINAL	
LIST PRIMARY DUTIES:	SUPERVISOR NAME/TITLE:  COMPANY PHONE: (      )  COMPANY ADDRESS: _____  CITY _____ STATE _____ ZIP _____	
<b>EMPLOYER #3</b>	TELEPHONE	DATES EMPLOYED (MM/DD/YYYY) FROM                      TO
ADDRESS	CITY	STATE/ZIP
JOB TITLE	HOURLY OR ANNUAL SALARY STARTING                      FINAL	
LIST PRIMARY DUTIES:	SUPERVISOR NAME/TITLE:  COMPANY PHONE: (      )  COMPANY ADDRESS: _____	

	CITY _____ STATE _____ ZIP _____	
<b>EMPLOYER #4</b>	TELEPHONE	DATES EMPLOYED (MM/DD/YYYY) FROM TO
ADDRESS	CITY	STATE/ZIP
JOB TITLE	HOURLY OR ANNUAL SALARY STARTING FINAL	
LIST PRIMARY DUTIES:	SUPERVISOR NAME/TITLE:  COMPANY PHONE: ( )  COMPANY ADDRESS: _____  CITY _____ STATE _____ ZIP _____	
<b>EMPLOYER #5</b>	TELEPHONE	DATES EMPLOYED (MM/DD/YYYY) FROM TO
ADDRESS	CITY	STATE/ZIP
JOB TITLE	HOURLY OR ANNUAL SALARY STARTING FINAL	
LIST PRIMARY DUTIES:	SUPERVISOR NAME/TITLE:  COMPANY PHONE: ( )  COMPANY ADDRESS: _____  CITY _____ STATE _____ ZIP _____	

### Confidentiality Awareness Statement

The purpose of this Confidentiality Awareness Statement is to inform our clients of the precautions DyrekFit Staffing LLC., contributes to protect the identity and privacy of our clients. All information collected in the below documents is confidential and will not be published or redistributed amongst third parties. DyrekFit Staffing LLC., encounters personal and sensitive information. Confidential information includes, but is not limited to the following: Identifying information about the client including name, address, phone number, email, references, education, organizational memberships, license/certification, military status or employment history.