



Resume Profile

Personal Information			
Full Name:		Email Address:	
Address:		Home Number:	
City:	State:	Zip:	Mobile Number:

Objective: (Example: Find a job offering stability and the opportunity for growth)

Employment Experience (Begin with most recent)			
Company Name:		Dates Employed	
		From:	To:
City:	State:	Job Title:	
Job Responsibility:			
Major Accomplishments: (Exceeded sales goals, improved methods of production)			
Specific Details:			

Employment Experience			
Company Name:		Dates Employed	
		From:	To:
City:	State:	Job Title:	
Job Responsibility:			
Major Accomplishments: (Exceeded sales goals, improved methods of production)			
Specific Details:			

Employment Experience			
Company Name:		Dates Employed	
		From:	To:
City:	State:	Job Title:	
Job Responsibility:			
Major Accomplishments: (Exceeded sales goals, improved methods of production)			
Specific Details:			

Employment Experience			
Company Name:		Dates Employed	
		From:	To:
City:	State:	Job Title:	
Job Responsibility:			
Major Accomplishments: (Exceeded sales goals, improved methods of production)			
Specific Details:			

Employment Experience			
Company Name:		Dates Employed	
		From:	To:
City:	State:	Job Title:	
Job Responsibility:			
Major Accomplishments: (Exceeded sales goals, improved methods of production)			
Specific Details:			

Education & Training	
High School:	Year Graduated:
College/Trade School:	Year Graduated:
Accomplishments: (Degree, Student Programs, Achievements)	
College/Trade School:	Year Graduated:
Accomplishments: (Degree, Student Programs, Achievements)	
Certifications: (Don't sell yourself short... list any certifications you have obtained, i.e. customer service, CPR, etc.)	
Computer Skills: (Check all that apply)	
<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Microsoft Excel
<input type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> Microsoft Access
<input type="checkbox"/> Microsoft Project	<input type="checkbox"/> WordPerfect
<input type="checkbox"/> Adobe Creative Suite	<input type="checkbox"/> Other _____
Other Skills: (10 Key, Adding Machine, Dictation)	

Hobbies & Interests (Optional)

Group Affiliations Local Charities, Community Groups, Professional Groups (Optional)

LinkedIn – Top 5 Colleagues (This will help us start your first connections)		
<input type="checkbox"/> With your permission, we would love the opportunity to be your first connection		
Name: Bonita Lloyd	Email: bonita@extensivehr.com	Business Affiliate: ExtensiveHR
Name:	Email:	Business Affiliate:
Name:	Email:	Business Affiliate:
Name:	Email:	Business Affiliate:
Name:	Email:	Business Affiliate:
Name:	Email:	Business Affiliate:

* Disclaimer: None of the above information will be sold or used for promotional advertising. All contact names, email addresses, and business names are strictly confidential and will only be used for the purpose of establishing your first LinkedIn connections.

List the Top 3 Companies You Would Like To Apply For (Optional)

By doing this, we will tailor your first 3 cover letters.

Company Name:			Contact Person:
Address:			Phone Number:
City:	State:	Zip:	Position Applying For:

Company Name:			Contact Person:
Address:			Phone Number:
City:	State:	Zip:	Position Applying For:

Company Name:			Contact Person:
Address:			Phone Number:
City:	State:	Zip:	Position Applying For:

Upon completion, please email this form to resume@extensivehr.com or mail to:

ExtensiveHR
 Resume Development
 145A Brookgate Drive
 Myrtle Beach, SC 29579

We will contact you upon receipt to discuss any specialty requests or targeted positions. We will then go to work and provide you with the necessary tools that will be essential in getting the job that suits you. Completed resumes are sent within 2 – 3 business days, and edits or revisions are free for 30 days.