



Employment ToolKit Professionally Written Resume

www.employmenttoolkit.com

How It Works:

This order form is a dynamic .pdf. Use it to order one free professionally written resume from EmploymenttoolKit!.

There is no need to print it out. You can save this form to your computer and complete it electronically at your convenience. You can also complete this form online by visiting www.employmenttoolkit.com and clicking on "Resume Packages." After completing the form, click the SUBMIT button on page 5, and follow the prompts to have it emailed to our writing department.

Instructions: Find at least 3 jobs within the same industry, and we will tailor your resume package to match. As payment for your professionally written resume, please tell 5 - 10 people about our web site. If you are satisfied with your resume, consider purchasing a professionally written cover letter!

Employment ToolKit.com - America's #1 source for free career resources!

Personal Information

First Name	<input type="text"/>
Last Name	<input type="text"/>
Street Address	<input type="text"/>
Apt. / Ste. #	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Home Phone #	<input type="text"/>
e-mail address	<input type="text"/>

Employment History

Current / Most Recent Employer	<input type="text"/>		
Employer City & State	<input type="text"/>		
Beginning Date	<input type="text"/>	Ending Date	<input type="text"/>
Job Title	<input type="text"/>		
Job Duties	<input type="text"/>		



Employment History - continued

Significant Achievements

Previous Employer

Employer City & State

Beginning Date:

Ending Date

Job Duties

Significant Achievements

Previous Employer

Employer City & State

Beginning Date

Ending Date

Job Duties



Employment History - Continued

Significant Achievements

Education

School / University

School / University City & State

Beginning Date

Ending Date

Major / Subject of Focus

Diploma Received

Affiliations / Organizations

Previous School / University

School / University City & State

Beginning Date

Ending Date

Major / Subject of Focus

Diploma Received

Affiliations / Organizations



Skills / Special Training / Certifications / Software / Programming Languages

Job Related Skills Etc.

Misc.

Misc. Job Related
Information not covered
in other areas, or if you
have more information
than a category allows,
enter that information
here.

Target Industry / Jobs: Get the most out of your free resume. Note: you must list your chosen industry and at least three jobs to which you are applying. We will tailor your resume package to match. Active, registered members of Employment ToolKit! can include any job found anywhere, but if you find a job that isn't posted online, please, include as much information as possible, so we can look at the job title, description, and other details and create the most effective possible resume package.

Industry

Company Name

Job URL (cut & paste here)

Company Name

Job URL (cut & paste here)



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Company Name

Job URL (cut & paste here)

Company Name

Job URL (cut & paste here)

Select a Style

Check one of the boxes to select a style. Visit our website for latest list of resume styles.

Yes, your resume is FREE



☐ Basic with Lines



☐ Basic with Blocks



☐ Shaded

Terms of Use

You must acknowledge that you have read, understand, and accept our terms of use.

☐ Yes, I have read, understand, and accept the terms of use.

Disclaimer:

Employment ToolKit! provides registered, active job seekers one free professionally written resume. Registration is free. You can register at www.employmenttoolkit.com. Active means that you, as a job seeker, are conducting your job search at www.employmenttoolkit.com.

Employment ToolKit! offers free career resources. These resources also include: free job searches, free mock interviews via video conference, and free Job Leads Reports. We do not guarantee interviews, jobs, or anything else. We do, however, promise to provide you the best job search experience on the net.

After submitting your resume request, please allow 3 - 4 business days for delivery via e-mail. We will deliver your resume in two formats: a formatted .pdf file and a Word document that you can edit and format as you like.

Employment ToolKit reserves the right to end this offer at any time for any reason. If you're satisfied with your professionally written resume, please consider us for a competitively priced, professionally written cover letter.

Please visit www.employmenttoolkit.com for all our products and services. Thank you for choosing Employment ToolKit!