



# University of Alaska

## Resume Form

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Name (Last, First, MI): \_\_\_\_\_ SSN: \_\_\_\_\_

Job Title Applied For: \_\_\_\_\_ PCN: \_\_\_\_\_ REQ#: \_\_\_\_\_

Please state your education and/or work experiences that meet the minimum qualifications for this job. Be specific. If minimum qualifications require formal education, transcripts or copies may be requested.

### High School and Post Secondary Education

Name and Location of School	Major or Subject Emphasis	Diploma/Degree Received? (circle one)		Degree Type (if received)
		Y	N	
		Y	N	
		Y	N	
		Y	N	

### Other Education/Training (vocational, technical, or other)

Name and Location of School	Subject Emphasis	Cert. /Degree Received? (circle one)		Cert. / Degree Type (if received)
		Y	N	
		Y	N	

**Certifications/Licenses:** Please list all relevant certifications and licenses which you currently hold. (i.e., notary public, driver's license, electrician, etc.)

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**Skills:** Please list those **relevant** skills for which you have experience or proficiency. (i.e., Accounting, Clerical, Computers, Software programs, Purchasing, Mechanic, interpreter , etc.)

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Name (Last, First, MI): \_\_\_\_\_ SSN: \_\_\_\_\_

Job Title Applied For: \_\_\_\_\_ PCN: \_\_\_\_\_ REQ#: \_\_\_\_\_

**Detailed Work History** Provide work history for the previous 10 years. Include additional pages if necessary. Resume can be substituted for this section of the application.

Job Title	Type of Business
Employer	Address
Supervisor's Name, Title, and Telephone	
Dates of employment: _____ to _____	
Your job duties (be specific)	
Reason for leaving:	

Job Title	Type of Business
Employer	Address
Supervisor's Name, Title, and Telephone	
Dates of employment: _____ to _____	
Your job duties (be specific)	
Reason for leaving:	

Job Title	Type of Business
Employer	Address
Supervisor's Name, Title, and Telephone	
Dates of employment: _____ to _____	
Your job duties (be specific)	
Reason for leaving:	

**References: Three (3) professional references**

**Professional Reference 1**

Name	Phone number
Address:	
Email address:	

**Professional Reference 2**

Name	Phone number
Address:	
Email address:	

**Professional Reference 3**

Name	Phone number
Address:	
Email address:	