## **RESUME OF KEY EMPLOYEE**

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| Full Name: |  | | | | | | | | | |  | | | | | | | | | |  | | | | Date: | | |  |
| Last | | | | | | | | | | | First | | | | | | | | | | M.I. | | | | | | | |
| Address: |  | | | | | | | | | | | | | | | | | | | |  | | | | | | | |
| Street Address | | | | | | | | | | | | | | | | | | | | | Apartment/Unit # | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | |  | | | | | | ZIP Code | |
| Phone: | (     )       Position: | | | | | | | | | | | E-mail Address: | | | | | | | | |  | | | | | | | |
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| Education | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High School: | |  | | | | | | | | | City/St: | | |  | | | | | | | | | | | | | | |
| From: |  | | | To: | |  | | Graduate? | | | | | | YES | NO | | | | | | Degree: | | |  | | | | |
| College: |  | | | | | | | | | | City/St: | | |  | | | | | | | | | | | | | | |
| From: |  | | | To: | |  | | Graduate? | | | | | | YES | NO | | | | | | Degree: | | |  | | | | |
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| References | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please list references. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: |  | | | | | | | | | | | | Relationship: | | | | |  | | | | | | | | | | |
| Company: |  | | | | | | | | | | | | | | | | | | | Phone: | | | (     ) | | | | | |
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| Name: |  | | | | | | | | | | | | Relationship: | | | | |  | | | | | | | | | | |
| Company: |  | | | | | | | | | | | | | | | | | | Phone: | | | | (     ) | | | | | |
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| Previous Employment | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Company: |  | | | | | | | | | | | | | | | |  | | | | | | |  | | | | |
| Job Title: |  | | | | | | | | |  | | | | | |  | | | | | |  | | | | | |  |
| Responsibilities: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| From: |  | | | | To: | |  | | Reason for Leaving: | | | | | | |  | | | | | | | | | | | | |
| Company: |  | | | | | | | | | | | | | | | |  | | | | | | |  | | | | |
| Job Title: |  | | | | | | | | |  | | | | | |  | | | | | |  | | | | | |  |
| Responsibilities: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Company: |  | | | | | | | | | | | | | | | |  | | | | | | |  | | | | |
| Address: |  | | | | | | | | | | | | | | | |  | | | | | |  | | | | | |
| Responsibilities: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| From: |  | | | | To: | |  | | Reason for Leaving: | | | | | | |  | | | | | | | | | | | | |
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| Disclaimer and Signature | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| I certify that my answers are true and complete to the best of my knowledge. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature: |  | | | | | | | | | | | | | | | | | | | | | | Date: | | |  | | |