

Name of Employer \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Company Phone Number \_\_\_\_\_

Name of Supervisor/Manager \_\_\_\_\_

Dates of Employment From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_

Job Title \_\_\_\_\_

### Key Skills


**Key Responsibilities/Accomplishments:** With the information you have now collected, use the CAR method—Challenge, Action, Results to finish your resume. Refer to the CAR handout for details.

Challenge	Action	Results