Build Your Résumé with CalJOBSSM

Complete the Résumé Builder Form and take it to the America's Job Center of CaliforniaSM (AJCC) near you, or use it as a tool with the Résumé Builder on www.caljobs.ca.gov.

Features:

- 24-hour online access.
- Résumé builder.
- Search for jobs.
- Research occupations.
- Explore labor market data.
- Unemployment services.
- Locate community services.
- And much more at www.caljobs.ca.gov.

To find an AJCC near you, visit www.americasjobcenter.ca.gov.

For more information about the EDD programs and services, visit www.edd.ca.gov.



STATE OF CALIFORNIA

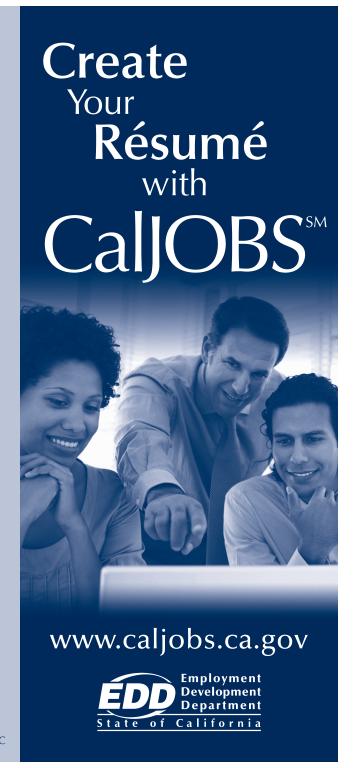
LABOR AND WORKFORCE DEVELOPMENT AGENCY

EMPLOYMENT DEVELOPMENT DEPARTMENT

Proud partner of
America's lob Center of CaliforniaSM

CalJOBSSM is a product of the Employment Development Department

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.



CalJOBSSM Résumé Builder Form

| STAFF USE ONLY | | | | | |
|----------------|-----------|--|--|--|--|
| ☐ CA ID/DL | ☐ SS Card | | | | |
| Other: | | | | | |

| PERSONAL INFORMATION | | | | | |
|--|---------------------------------|------------------------|-----------|------------------|--|
| Name: | E-mail: Social S | | Social Se | Security Number: | |
| Desired Work Locations (counties): | | | | | |
| Desired Occupation: | | | | | |
| DRIVER LICENSE INFORMATION | | | | | |
| _ | State Issued: | | | | |
| Do you have a valid driver license? | es 🗆 No | Driver License Number: | | | |
| Driver License Type: ☐ Class C ☐ Comme | i-l Cl | | 1 | | |
| | ercial Class ommercial Class | , | | | |
| | | | Outer. | | |
| Do you have access to a motor vehicle? \(\text{Yes} \) No | | | | | |
| Do you rely on public transportation? | | | | | |
| EDUCATION AND TRAINING Highest Education Level Achieved: | | | | | |
| ☐ General Education Development (GED) Certificate ☐ Vocational School Certificate | | | | hool Certificate | |
| ☐ High School Diploma ☐ Associate's ☐ | | | | | |
| ☐ 1 year at College, Technical, or Vocational School ☐ Bachelor's Degree | | | | | |
| ☐ 2 years at College, Technical, or Vocational School ☐ Master's Degree | | | | | |
| \square 3 years at College, Technical, or Vocation | nal School | ☐ Doct | torate De | gree | |
| ☐ Certificate of Attendance/Completion (Disabled Individuals) ☐ Specialized Degree (e.g., MD, DDS) | | | | | |
| Course of Study: | | | | | |
| Issuing Institution: | | | | | |
| Are you currently enrolled in school? ☐ Yes ☐ No | | | | | |
| LAST EMPLOYMENT INFORMATION* | | | | | |
| Employer Name: | | | | | |
| City: State: | | | Country: | | |
| Job Title: | | | | Salary: | |
| Type of Employment: □ Regular □ Te | emporary 🔲 Sea | asonal 🛮 Con | ntract | ☐ Volunteer | |
| Full or Part Time: ☐ Full Time (30 Hours or More) ☐ Part Time (Less than 30 Hours) | | | | | |
| Start Date: | (mm/dd/yyyy) | End Date: | | (mm/dd/yyyy) | |
| Reason for Leaving: | | | | | |
| Job Duties: | | | | | |
| | | | | | |
| | | | | | |
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^{*} You will have the opportunity to complete your employment history in your CalJOBSSM account at <u>www.caljobs.ca.gov</u>.