

# Build Your Résumé with CalJOBS<sup>SM</sup>

Complete the Résumé Builder Form and take it to the America's Job Center of California<sup>SM</sup> (AJCC) near you, or use it as a tool with the Résumé Builder on [www.caljobs.ca.gov](http://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](http://www.caljobs.ca.gov).

To find an AJCC near you, visit [www.americasjobcenter.ca.gov](http://www.americasjobcenter.ca.gov).

For more information about the EDD programs and services, visit [www.edd.ca.gov](http://www.edd.ca.gov).



STATE OF CALIFORNIA

LABOR AND WORKFORCE DEVELOPMENT AGENCY

EMPLOYMENT DEVELOPMENT DEPARTMENT

Proud partner of  
America's Job Center of California<sup>SM</sup>

CalJOBS<sup>SM</sup> 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.

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[www.caljobs.ca.gov](http://www.caljobs.ca.gov)

**EDD** Employment  
Development  
Department  
State of California

# CalJOBS<sup>SM</sup> Résumé Builder Form

STAFF USE ONLY	
<input type="checkbox"/> CA ID/DL	<input type="checkbox"/> SS Card
Other: _____	

PERSONAL INFORMATION		
Name:	E-mail:	Social Security Number:
Desired Work Locations (counties):		
Desired Occupation:		
DRIVER LICENSE INFORMATION		
Do you have a valid driver license? <input type="checkbox"/> Yes <input type="checkbox"/> No	State Issued: Driver License Number:	
Driver License Type:		
<input type="checkbox"/> Class C	<input type="checkbox"/> Commercial Class _____	<input type="checkbox"/> Motorcycle Class M1 or M2
<input type="checkbox"/> Provisional Permit	<input type="checkbox"/> Non Commercial Class _____	<input type="checkbox"/> Other: _____
Do you have access to a motor vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you rely on public transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
EDUCATION AND TRAINING		
Highest Education Level Achieved:		
<input type="checkbox"/> General Education Development (GED) Certificate	<input type="checkbox"/> Vocational School Certificate	
<input type="checkbox"/> High School Diploma	<input type="checkbox"/> Associate's Degree	
<input type="checkbox"/> 1 year at College, Technical, or Vocational School	<input type="checkbox"/> Bachelor's Degree	
<input type="checkbox"/> 2 years at College, Technical, or Vocational School	<input type="checkbox"/> Master's Degree	
<input type="checkbox"/> 3 years at College, Technical, or Vocational School	<input type="checkbox"/> Doctorate Degree	
<input type="checkbox"/> Certificate of Attendance/Completion (Disabled Individuals)	<input type="checkbox"/> Specialized Degree (e.g., MD, DDS)	
Course of Study:		
Issuing Institution:		
Are you currently enrolled in school? <input type="checkbox"/> Yes <input type="checkbox"/> No		
LAST EMPLOYMENT INFORMATION*		
Employer Name:		
City:	State:	Country:
Job Title:	Salary:	
Type of Employment: <input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Contract <input type="checkbox"/> Volunteer		
Full or Part Time: <input type="checkbox"/> Full Time (30 Hours or More) <input type="checkbox"/> Part Time (Less than 30 Hours)		
Start Date:	(mm/dd/yyyy)	End Date: (mm/dd/yyyy)
Reason for Leaving:		
Job Duties:		

\* You will have the opportunity to complete your employment history in your CalJOBS<sup>SM</sup> account at [www.caljobs.ca.gov](http://www.caljobs.ca.gov).