

New Haven Free Public Library

133 Elm Street
New Haven, CT 06510
www.nhfpl.org

During this difficult period of the Covid-19 pandemic, we have developed the attached form to help you compose your resume in a safe manner.

If you are interested, please complete the attached form and email it to Kate at Kcosgrove@nhfpl.org or call her for more information 203-946-7001. Staff will format the information into a resume draft and forward it to you. After a conversation by phone for revisions, the draft will be updated and returned to you for the last changes. The final resume will be prepared once you are satisfied with the results.

As indicated earlier, the communications will be by phone or email. For more information or help contact Kate Cosgrove - 203-946-7001 or kcosgrove@nhfpl.org

Resume starter: Please complete this page with all your information. If you need more room just add the information to another blank page. Return it to _____
A staff person will format the information and review a draft with you by telephone or email. All changes will be made on the draft as a result of your conversation. A final resume will be composed once you are satisfied with the results.

Name: _____

Address: _____

Cell telephone & email address: _____

Introduction: *(this varies significantly)*

1. You may indicate what your goals are for your career.
2. Or a short sentence or two about yourself. Staff will help you with the composition if interested.

Sample: Hard working experienced mechanic for over 20 years. Conscientious and dedicated to getting the job done proficiently for all customers.

Employment: *(starting with current employment; their address; date started; your title; tasks; etc.)*

Sample:
A M Box Company 25 Wilson St. Miami, Florida 68310 June 26,1979 to present
Head Mechanic – repair and maintain shipping trucks and vans. Supported inventory control and delivery procedures approved and trained new mechanics.

Education: *(Indicate your high school and/or GED; college attendance or other education as well as certificates, awards received, licenses such as crane operator etc.)*
