



# University of Alaska Resume Form

(Page 1 of 2)

Name (Last, First, MI): \_\_\_\_\_ Employee ID: \_\_\_\_\_

Job Title Applied For: \_\_\_\_\_ PCN: \_\_\_\_\_ REQ #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Number and Street City State Zip + 4 (9 digits)

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Message Number: \_\_\_\_\_

Please state your education and/or work experience that meet the minimum qualifications for this job. Be specific. If minimum qualifications require formal education, transcripts or copies may be requested.

### High School and Post Secondary Education

Name and Location of School	Major or Subject Emphasis	Diploma/Degree Received? (select one)	Degree Type (if received)
		Y N	
		Y N	
		Y N	
		Y N	

### Other Education/Training (vocational, technical, or other)

Name and Location of School	Subject Emphasis	Cert./Degree Received? (select one)	Cert. / Degree Type (if received)
		Y N	
		Y N	

**Certifications / Licenses:** Please list all **relevant** certifications and licenses which you currently hold. (i.e., notary public, driver's license, electrician, etc.)

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**Skills:** Please list those **relevant** skills for which you have experience or proficiency. (i.e., Accounting, Clerical, Computers, Software programs, Purchasing, Mechanic, Interpreter, etc.)

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Name (Last, First, MI): \_\_\_\_\_ Employee ID: \_\_\_\_\_

Job Title Applied For: \_\_\_\_\_ PCN: \_\_\_\_\_ REQ #: \_\_\_\_\_

**Detailed Work History** Provide work history for the previous 10 years. Include additional pages if necessary. Resume can be substituted for this section of the application.

<b>Job Title</b>	<b>Type of Business</b>
<b>Employer</b>	<b>Address</b>
<b>Supervisor's Name, Title, and Telephone</b>	
Dates of employment: _____ to _____ Your job duties (be specific):  Reason for leaving:	

<b>Job Title</b>	<b>Type of Business</b>
<b>Employer</b>	<b>Address</b>
<b>Supervisor's Name, Title, and Telephone</b>	
Dates of employment: _____ to _____ Your job duties (be specific):  Reason for leaving:	

<b>Job Title</b>	<b>Type of Business</b>
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