



Outreach Services Dept.
3900 King Rd.
Toledo, OH 43617

**COMPLETE THIS FORM TO QUICKLY CREATE A RESUME ONBOARD
THE LIBRARY'S COMPUTER BUS**

NAME _____
CURRENT SCHOOL _____
& EXPECTED GRADUATION DATE _____

INTEREST & ACTIVITIES (Extracurricular activities; Sports, Band, Choir etc.)

SKILLS (Can you type? Can you make copies, answer phones, filing? Customer service. Cash handling. Concessions.)

VOLUNTEER EXPERIENCE/SERVICE HRS. (Can food drive. Collect winter clothes. Tutor young children.)

ACHIEVEMENTS-HONORS-AWARDS (Perfect attendance, Honor/Merit roll, Sports trophies) _____



**COMPLETE THIS SIDE ONLY IF YOU'VE WORKED A JOB
THAT YOU RECEIVED PAYMENT FOR.**

WORK EXPERIENCE:

Name of company _____
List the month & year your first days and last day of work _____

Your title/position _____
Responsibilities (What did you do?) _____

Name of company _____
List the month & year your first days and last day of work _____

Your title/position _____
Responsibilities (What did you do?) _____

List any additional employment opportunities that you've had. Examples: Babysitting, Yard work, Car washes, Pet sitting etc.

