



BTME Resume Template

Hello there! Thank you again for booking with BTME, here is your resume template.

I would much appreciate it if you took the time to fill this out as thoroughly as possible so I can create your resume as clearly as possible. As far as the employment history, I would need anything that you, 1.)

Would like to include, 2.) History going back at least 3-4 years. 3.) Job duties that you feel are most important for each role being specific as possible.

If you have any other questions please do not hesitate to reach out!

PERSONAL PROFILE

Name:

Address/ City:

Phone number:

Email:

LinkedIn profile:

Website:

Portfolio Link:

CAREER HISTORY

Most recent company:

Location :

Job Title/ Time of Employment:

Job Responsibilities:

Second most recent company:

Location:

Job Title/Time of employment:

Job Responsibilities:

Company Name:

Location:

Job Title/Time of employment:

Job Responsibilities:

Company Name:

Location:

Job Title/Time of employment:

Job Responsibilities:

Company Name:

Location:

Job Title/Time of employment:

Job Responsibilities:

EDUCATION HISTORY

School Name :

Location:

Degree/ Time:

School Name:

Location :

Degree/Time

SKILLS OR CAREER HIGHLIGHTS

List any skills you would like for me to add or highlight on your resume:

AWARDS/CERTIFICATIONS

List any awards or certifications you would like for me to add to your resume:

PROJECTS/VOLUNTEER

Project Name/ Volunteer Work