

Suggested Resume Format For University of Hawai'i Administrative, Professional and Technical Positions

Name
Address
Telephone
Email

Work History: Provide sufficient detailed information with which to determine your qualifications for the position for which you are applying, list all employment in last 10 years beginning with most recent employment and other pertinent employment beyond 10 years.

Employer
Employer Address
From: Month/Year To: Month/Year
Supervisor/Title
Your Position Title
Summary of Your Duties and Responsibilities
If less than full-time, indicate average hours worked per week

Education: Chronologically list all schools attended beyond Grade 12, including school name, address, major field of study degree/diploma/certificate & date received.

School Name
School Address
Major Field of Study
Degree/Diploma/Certificate & Date Received

Relevant Experience: Chronologically list pertinent military, professional, trade, technical, etc., courses you have completed.

Institution Name
Institution Address
Subject Area
Certificate & Date Received

Publications/Research/Other Professional Activities (if applicable to position): Include co-authors, title of journal/publication & date, if book, publication date & publisher.

Knowledge of Language Other Than English (if required for position): Identify language and indicate ability to read, write, converse.

Pertinent Professional memberships and Awards: List, as appropriate, membership in professional or scientific societies, honors, awards, fellowships, etc.

References: Provide complete contact information, as required by advertisement of position.

Name/Title
Mail Address
Telephone
Email