



DECISIONPOINT

Candidate Contact Information

First Last Name

Street Address

City, State, Zip

Phone (Cell/Home)

Email Address

Objective

(Optional) What does the candidate want to do? The candidate should include in this section a sentence or two about their employment goals and why they are the perfect candidate for the job. **If the candidate has a cover letter they would like to include with their resume, please include it in this section.**

Career Highlights / Qualifications

(Optional) The candidate should list key achievements, skills, traits, and experience relevant to the position for which they are applying.

Experience

The candidate should include their work history in this section. List the companies the candidate has worked for, dates of employment, the positions they have held, and a bulleted list of responsibilities and achievements for each previous position.

Education

The candidate should list the colleges and dates they attended, degrees they attained, certifications they received, and any special awards and/or honors they earned.

Skills

The candidate should include skills related to the position that they are applying for i.e. computer skills, language skills, etc.

References available upon request

The candidate should have a separate list of references to give upon request. Provide a minimum of two references, including their name, occupation and where they are employed, and contact information (address, phone number, email address, etc.). If possible, the candidate should include what they believe to be the best form of contact, the ideal day of the week and/or the best time of day to contact the references they have listed.

****We recommend the candidate provide at least one reference whom they have either worked for or alongside, who is able to verify any work-related inquiries DecisionPoint Corporation may have about the candidate (work ethic, timeliness, achievements, etc.). We recommend that the candidate also provide at least one reference outside of the candidate's family and/or household who is able to verify**

any character-related inquiries we may have, and who can speak to their moral-fiber and behavior outside of the workplace.