



# UNIVERSAL SERVICE AGENCY, INC.

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## RESUME

### PERSONAL DATA

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Marital Status:  Married  Single

Spouses Name: \_\_\_\_\_ Spouse's Social Security #: \_\_\_\_\_

### EDUCATION

High School Graduate?  Yes  No

College Graduate?  Yes  No If yes, from \_\_\_\_\_ to \_\_\_\_\_ Course of Study: \_\_\_\_\_

Name of School: \_\_\_\_\_

### BUSINESS AND PROFESSIONAL EXPERIENCE (Begin with current job)

From: \_\_\_\_\_ to \_\_\_\_\_ Company: \_\_\_\_\_

Position: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Company: \_\_\_\_\_

Position: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Company: \_\_\_\_\_

Position: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

In what way do your previous or present job responsibilities qualify you to operate your business?

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