Any Job you’ve EVER had

**Job – Dates – Phone – Address – Title**

**Description:**

**Job – Dates – Phone – Address – Title**

**Description:**

**Job – Dates – Phone – Address – Title**

**Description:**

**Job – Dates – Phone – Address – Title**

**Description:**

**[*example*] Daee Dreamz – 612-217-4065 – 1039 Destination Unknown – Owner/Operator**

**Description:** I own and operate all that is Daee Dreamz – using magic! I do stuff and try to do it well.

Use buzzwords or technical jargon, it doesn’t matter – this is for you! Also, don’t forget to use the ‘power words’ file in the post

Describe exactly what you did and it will save time for later if you have to fill out online applications

You’ll want to add EVERY job you’ve ever had (including volunteer work) because it can help organize skill sets you can reference later when trying to apply your skills to a new job.

There will be more details and examples later for those in need

Any Certification or Education you’ve EVER earned

**Education facility – Dates – GPA - Degree**

**Details;**

**Education facility – Dates – GPA - Degree**

**Details;**

**Certification Title – Date Received – Date Expires – Certification provider**

**Details;**

**Certification Title – Date Received – Date Expires – Certification provider**

**Details;**

**Certification Title – Date Received – Date Expires – Certification provider**

**Details;**

**[example] Life Coach – 9/09/2019 from NCLC**

**Details;** I teach people how to use the skills they have to promote personal and professional growth