

Assistant Application



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Resume Power Words

- Increased
- Built
- Introduced
- Strengthened
- Directed
- Persuaded
- Projected
- Assessed
- Exceeded
- Organized
- Adapted
- Solved
- Initiated
- Negotiated
- Increased

Phrases to Use

- Speak effectively
- Listen attentively
- Motivate others
- Meet deadlines
- Enforce policies
- Gather information
- Identify problems
- Develop strategies
- Set goals

Fonts to Use

- Arial
- Calibri
- Century Old Style
- Garamound
- Georgia
- Times New Roman
- Trebuchet MS

Missouri Job Center Workshops

- » Networking
- » Interview Process
- » Career Exploration
- » Résumé Preparation
- » Basic Computer Skills
- » Other work related topics

Find your nearest Job Center to get started today!

For additional information about Missouri Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).

Missouri Division of Workforce Development is an equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities.

Missouri TTY users can call (800) 735-2966 or dial 7-1-1.

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Fill in the lines below and use as a reference when applying for a job.

Experience

(Full-time, part-time, internships and summer jobs)

Name of Employer _____
Address _____
Job Title _____
Dates _____ Salary _____ Hr. Mo.
(From-To)
Reason for Leaving _____
Supervisor _____ Phone _____

Name of Employer _____
Address _____
Job Title _____
Dates _____ Salary _____ Hr. Mo.
(From-To)
Reason for Leaving _____
Supervisor _____ Phone _____

Name of Employer _____
Address _____
Job Title _____
Dates _____ Salary _____ Hr. Mo.
(From-To)
Reason for Leaving _____
Supervisor _____ Phone _____

Volunteer/Internship _____

Education/Certification _____

Military Service or Draft Status _____

Memberships _____

References

(Receive permission before using names)

Phone _____
Company _____
Title _____
Phone _____  _____
Email _____

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