Job Information Organizer

Use this template when you're first starting to put your resume together so you have all of your information prepared before you get started.

You can also use this template when you are on your phone interview with the Recruiter, so your reasons for leaving are top of mind. You will likely be asked why you left each job.

Company	Job Title	Dates of Employment	Main Duties	Why did you Leave?

The Recruiter Gal
CAREER COACHING