

**Suggested Resume Format  
For University Of Hawai'i Administrative,  
Professional and Technical Positions**

**Name**

**Address**

**Telephone**

**Email**

**Work History:** Provide sufficient detailed information with which to determine your qualifications for the position for which you are applying, list all employment in last 10 years beginning with most recent employment and other pertinent employment beyond 10 years.

Employer

Employer Address

From: Month/Year To: Month/Year

Supervisor/Title

Your Position Title

Current Salary

Summary of Your Duties and Responsibilities

If less than full-time, indicate average hours worked per week

**Education:** Chronologically list all schools attended beyond Grade 12, including school name, address, major field of study degree/diploma/certificate received.

School Name

School Address

Major Field of Study

Degree/Diploma/Certificate Received

**Relevant Experience:** Chronologically list pertinent military, professional, trade, technical, etc., courses you have completed.

Institution Name

Institution Address

Subject Area

Certificate Received

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**Publications/Research/Other Professional Activities (if applicable to position):** Include co-authors, title of journal/publication & date, if book, publication date & publisher.

**Knowledge of Language Other Than English (if required for position):** Identify language and indicate ability to read, write, converse.

**Pertinent Professional memberships and Awards:** List, as appropriate, membership in professional or scientific societies, honors, awards, fellowships, etc.

**References:** Provide complete contact information, as required by advertisement of position.

Name/Title

Mailing Address

Telephone

Email