

- WORKFORCE REDEPLOYMENT STANDARDIZED RESUME -

Full Contact Information

Name	
Address	
Preferred Email(s)	
Union Affiliation (e.g., CMG.)	

Employment History Within CBC

Employees should include the last 4 positions they have held within the CBC.

Position / Job Title 1 (Current/Most Recent)		
Start/ End Date		
Employment Status		
Department		
Location		
Key Responsibilities		
Direct Manager(s) (Include all contact information)		

Position / Job Title 2		
Start/ End Date		
Employment Status		
Department		
Location		
Key Responsibilities		
Direct Manager(s) (Include all contact information)		

Position / Job Title 3		
Start/ End Date		
Employment Status		
Department		
Location		
Key Responsibilities		
Direct Manager (Include all contact information)		

Position / Job Title 4		
Start/ End Date		
Employment Status		
Department		
Location		
Key Responsibilities		
Direct Manager (Include all contact information)		

Additional Career Information	
*Please include any other relevant work experience within the CBC in the box below.	

Employment History (Prior to CBC)

Position / Job Title 1		
Start/ End Date		
Organization		
Location		
Employment Status		
Key Responsibilities		
Direct Manager(s) (Include contact information)		

Position / Job Title 2		
Start/ End Date		
Organization		
Location		
Employment Status		
Key Responsibilities		
Direct Manager(s) (Include contact information)		

Position / Job Title 3		
Start/ End Date		
Organization		
Location		
Employment Status		
Key Responsibilities		
Direct Manager(s) (Include contact information)		

*

Independent Production / Activities

Please include any outside projects that may have been completed (if applicable)

Project Title 1	
Date (Start/ End date)	
Project Description	
Responsibilities	

Project Title 2	
Date (Start/ End date)	
Description	
Responsibilities	

Project Title 3	
Date (Start/ End date)	
Description	
Responsibilities	

*

Extra Curricular Activities & Accomplishments

Describe any involvement you have/ have had working with committee, volunteering and any special acknowledgements, awards, etc.

Date (Start/ End date)	
Activity / Accomplishment	
Role & Description	

Date (Start/ End date)	
Activity / Accomplishment	
Role & Description	

Date (Start/ End date)	
Activity / Accomplishment	
Role & Description	

Date (Start/ End date)	
Activity / Accomplishment	
Role & Description	

*

Languages Spoken

Please indicate and describe your language proficiency.

Language(s)	Proficiency		
	Spoken (Beginner, Intermediate, Advanced, or Fluent)	Reading (Beginner, Intermediate, Advanced, or Fluent)	Writing (Beginner, Intermediate, Advanced, or Fluent)
*			

Technical Equipment / Specialization

Please identify and describe your experience working with any technical equipment you have used throughout your career in TV, Radio and/or New Media and provide a brief description that would demonstrate your proficiency (optional).

Please note IT-related expertise (both hardware/software) should also be included in this section as well.

Technical Equipment / Specialization	Proficiency (Beginner, Intermediate, Advanced, Super-User)	Description (Optional)
*		

Computer Literacy

Please identify and demonstrate your proficiency in the various desktop software applications you have used and provide a brief description that would demonstrate your proficiency (optional).

Software Applications	Proficiency (Beginner, Intermediate, Advanced, Super-User)	Description (Optional)
*		

Education / Training / Certification

Beginning with the most recent, please indicate your qualifications including education, training and/or certifications background.

Degree / Training / Certification	Institution	Specialization	Completed (Date) / In-Progress (Expected Completion)	Comments
*				