

annagrammatica.com data sheet

Please provide the following information:

YOUR NAME, ADDRESS, CONTACT INFORMATION (EMAIL, PHONE)

- How can you be reached with questions?

SUMMARY OF EXPERIENCE

POSITIONS HELD

- Years (1991-1998) or Season-Year(s) (Summer 1999–Spring 2000)
- Organization Name, Location (city, state if U.S.; city, country if elsewhere)
- Job Title
- Primary Responsibilities
- Primary Achievements, including job-related awards
- Supervisory Experience, if any

EDUCATION

- Degree, Certificate, Diploma
- Institution, Location
- Primary Areas of Study
- Primary Achievements
- Academic and Nonacademic Awards

CAREER CREDENTIALS & DISTINCTION

- Accreditation, Licenses, Certification
- Patents and Publications
- Awards Received

SPECIAL SKILLS

- Computer Skills
- Languages

MILITARY EXPERIENCE

- Branch, Rank at Discharge, Year
- Assignment(s), Location(s)
- Awards; Other

COMMUNITY & ORGANIZATION PARTICIPATION

- Memberships
- Volunteer Experience
- Leadership
- Achievements, Awards

INTERESTS AND ACTIVITIES

- Talents, Skills
- Hobbies

REFERENCES (AT LEAST TWO PROFESSIONAL, TWO PERSONAL)

- Name
- Job Title (professional or volunteer)
- Contact Information (email or phone)