

## [Resume Format Example]

Applicant Name

Address [Street Address or PO Box, City, State, Zip Code]

Telephone (111) 222-3333

Email Address

Provider Agency Name

Address

Position [Program Administrator for (name) services or Care Coordinator]

### **Employment**

#### Current employer

Mailing Address [Street Address or PO Box, City, State, Zip Code]

Physical Address

Telephone

Name of contact who can verify employment

Position [title]

[Full time or part time, hours worked per week]

Dates of employment [Month and year to Present]

Duties [Focus on how this prepared you with the experience, knowledge base, and skill set required in the SDS *Conditions of Participation* for a program administrator or care coordinator position]

#### Past employer

Mailing Address [Street Address or PO Box, City, State, Zip Code]

Physical Address

Telephone

Name of contact who can verify employment

Position [title]

[Full time or part time, hours worked per week]

Dates of employment [Month and year to Present]

Duties [Focus on how this prepared you with the experience, knowledge base, and skill set required in the SDS *Conditions of Participation* for a program administrator or care coordinator position]

#### Past employer

Mailing Address [Street Address or PO Box, City, State, Zip Code]

Physical Address

Telephone

Name of contact who can verify employment

Position [title]

[Full time or part time, hours worked per week]

Dates of employment [Month and year to Present]

Duties [Focus on how this prepared you with the experience, knowledge base, and skill set required in the SDS *Conditions of Participation* for a program administrator or care coordinator position]

Past employer [Continue with pertinent, additional work experience; use above format]

### **Education**

[Degree, date, name of school]

[Training course name, date, training provider]

[Certification as rural community health aide, date, training provider]