Resume Screening Cover Page

Complete the form based on the information provided on the resume and save with the resume to make it easier to browse through numerous resumes quickly.

Change the items in the first column to best suit your needs.

|  |  |
| --- | --- |
| Label | Description |
| Applicant Name |  |
| Town of Residence |  |
| Current Position |  |
| Salary Requirement |  |
| Writing Sample |  |
| Nonprofit Experience |  |
| Other Experience |  |
| Degree/Certifications |  |