



6221 Edloe Street #201, Houston, TX 77005

**CAREER PLACEMENT, INC.  
CONFIDENTIAL APPLICATION**

We are an equal opportunity employer. Should you need reasonable accommodation, please note here

NAME- Last \_\_\_\_\_ First \_\_\_\_\_  
Mobile # \_\_\_\_\_ Other # \_\_\_\_\_  
Email \_\_\_\_\_ Zip Code \_\_\_\_\_  
Best times to interview?  
\_\_\_\_\_

**EDUCATION**

University: \_\_\_\_\_  
Degree: \_\_\_\_\_  
Graduation Year(optional): \_\_\_\_\_ GPA: \_\_\_\_\_  
High School: \_\_\_\_\_ State: \_\_\_\_\_

**WORK EXPERIENCE**

Firm Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Title: \_\_\_\_\_  
Salary: \_\_\_\_\_ Salary: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
  
Firm Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Title: \_\_\_\_\_  
Salary: \_\_\_\_\_ Salary: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Attached resume should include contact information, employer information, dates of employment, a summary of job responsibilities, education information, skills, honors and involvement, and other relevant activities.**

**Please check all relevant skills:**

- Banking/Teller
- Cashier
- Commercial Real Estate
- Communications
- Customer Service
- Digital Marketing
- Education
- Energy
- Engineering
- Events
- Expediting
- Fundraising
- Insurance
- Investments
- Inventory Control
- Journalism
- Legal
- Marketing
- Medical
- Mortgage/Title
- Nonprofit
- Oil & Gas
- Purchasing
- Property Management
- Public Relations
- Real Estate
- Retail/Sales
- Salesforce
- Sports
- Supply Chain

**OFFICE**

- Administrative
- Clerical
- Executive Assistant
- Mail Room
- Personal Assistant
- Reception

**COMPUTER**

- Adobe Illustrator
- Adobe InDesign
- Adobe Photoshop
- AutoCAD
- Digital Marketing
- Google Analytics
- Google Docs
- Graphic Design
- HTML
- Java/JavaScript
- MacOS
- Microsoft Office
- MS Access
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Publisher
- MS Word
- PC
- SAP
- SEM
- SEO
- UI/UX Design
- Web Development
- Windows
- Please list other computer programs:

**ACCOUNTING:**

- Accounts Payable
- Accounts Receivable
- Collections
- Payroll
- Please list other accounting programs:

Have you registered with us before?  
Yes/No

How did you hear about CPI:

Position Desired:  
Other Options:

Salary Expected:  
Least Salary  
Considered:

I am available for:  
(Please click any/all)

- Temp
- Temp-to-hire
- Direct Hire
- Part Time
- Full Time