

## Resume Update Form

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Project Title:

Project Number:

Document Owner:

### Resume Update Form

Project / Client	Date	What You Learned
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Use this form to update employee skill-sets, especially after the completion of a major client project.

Updated resumes are essential when responding to proposals and applying for new client work.

This form is not connected to the appraisal process or for performance measurements. It is solely concerned with ensuring that the Human Resources resume database is accurate and up-to-date.