

Employment/Volunteer History

(LIST MOST RECENT EMPLOYER FIRST)

Employer Name/Organization:	Address:	Dates Employed:
Job Title/Major Responsibilities/Skills, Knowledge and Abilities:		
Supervisor:	Phone:	Email:
Reason for Leaving:		Ending Salary:

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Job Title/Major Responsibilities/Skills, Knowledge and Abilities:		
Supervisor:	Phone:	Email:
Reason for Leaving:		Ending Salary:

Employer Name/Organization:	Address:	Dates Employed:
Job Title/Major Responsibilities/Skills, Knowledge and Abilities:		
Supervisor:	Phone:	Email:
Reason for Leaving:		Ending Salary:

Volunteer Activity:	Dates Volunteered:	
Major Responsibilities/Skills, Knowledge and Abilities:		
Supervisor:	Phone:	Email:
Other skills, knowledge and abilities not listed above required through hobbies or interests:		



Personal Data Record

This document helps you remember and record information you will use in your job search. Use it to write resumes, when completing applications and review it before interviews.

Personal Data Record

Phone Numbers	Home	Cell	Email
Skills and Abilities			

Education	High School	Business, Trade School, College	Undergraduate College/University	Graduate/Professional	Military Training
School name/GED					
School location					
Years completed	Don't complete this information for High School — it either doesn't apply or could lead to age discrimination.	1 2 3 4	1 2 3 4	1 2 3 4	
Did you graduate?		Yes No	Yes No	Yes No	
Diploma/Degree					
Graduation date					
Course of study					
Describe any scholastic honors, assistantships, etc.					
Describe any specialized training, assistantships, etc.					
Foreign Languages					
Occupational licenses, Certifications, Registrations, Professional Affiliations, etc.					



Tips for Completing an Application

- › Double-check grammar, spelling and content.
- › Never write "See Resume" on the application.
- › Include skills on the application that are related to the type of position for which you're applying.
- › When using someone as a reference, always get permission first and send a thank you note when they have given you a reference.

Reference Sheet

References — Work Related/Professional/Academic/Personal

Name	Employer	Title	Phone Number