

Worksheet Template

Print the worksheet template so you can write out your answers. Include as much information in each section as you can remember.

Name: _____

Address: _____

City, State and Zip Code: _____

Telephone: _____

Email address: _____

Experience:

Provide a list of places where you have been employed, including internships, apprenticeships, full-time, and part-time work. Start with your current or most recent employment and work backwards.

TIP: When you think about what your responsibilities were in each position, ask yourself questions like:

- What were my daily, weekly, or monthly tasks?
- Did I perform my work within set deadlines?
- Did I create a new process, project, form, or document?
- Did I work independently, and/or as part of a group or team?

Dates Employed: _____ Title: _____

Company Name: _____

City, State and Zip Code: _____

Responsibilities: _____

Dates Employed: _____ Title: _____

Company Name: _____

City, State and Zip Code: _____

Responsibilities:

Dates Employed: _____ Title: _____

Company Name: _____

City, State and Zip Code: _____

Responsibilities:

Dates Employed: _____ Title: _____

Company Name: _____

City, State and Zip Code: _____

Responsibilities:

Dates Employed: _____ Title: _____

Company Name: _____

City, State and Zip Code: _____

Responsibilities:

Dates Employed: _____ Title: _____

Company Name: _____

City, State and Zip Code: _____

Responsibilities:

Volunteer Experience:

List any work you have done that you were not paid for. This can include activities for your school, church or community. These experiences should be presented the same way your employment experience was, listing the current or most recent volunteer experience first, and working backwards.

Dates: _____ Title: _____

Company Name: _____

City, State and Zip Code: _____

Responsibilities:

Dates: _____ Title: _____

Company Name: _____

City, State and Zip Code: _____

Responsibilities:

Education:

Provide information about high school, GED, vocational, or college degrees, or certificates that you have or are in the process of obtaining. Be sure to include any academic awards you earned, or any special recognition you received.

Degree, Training or Certificate: _____ Date: _____

Institution: _____

City, State and Zip Code: _____

Course work if did not complete: _____

Degree, Training or Certificate: _____ Date: _____

Institution: _____

City, State and Zip Code: _____

Course work if did not complete: _____

Skills/Special Knowledge

List all the skills you have, including languages you speak other than English, experience you have with computers (such as Microsoft programs or Internet familiarity), administrative skills (such as the number of words you can type per minute), research skills, teaching or tutoring experience, leadership experience, athletic experience, or the ability to use special tools or machinery. Consider unique knowledge or skills you gained while raising children (such as time management, ability to do several tasks at once, oral communication, managing your bills, etc), volunteering, or during other personal experiences.

Skill: _____

Skill: _____

Skill: _____

Skill: _____

Skill: _____

Skill: _____

Skill: _____

Memberships

Write down any academic, professional, or community organizations you are or have been a member of, any professional or community activities of which you are a part (including volunteer work), and any extracurricular activities or hobbies. This could include things like membership in a Neighborhood Watch or participation in the Parent Teacher Association (PTA).

Membership: _____

Membership: _____

Membership: _____

References:

Write down the names, addresses, phone numbers, and emails of three or four references. These should be people who know you professionally or personally, such as a coworker, supervisor, teacher, minister, or friend. Think about how these people might have overseen your work or watched you organizing and leading. Most importantly, make sure they have a good opinion of you and can talk about you from their experience. Unless you absolutely can't help it, don't put your spouse, parents, or siblings as your references. Three references would be appropriate but do not provide more than six.

Name: _____

Title: _____

Company: _____

Address (*optional*): _____

Telephone #: _____

Name: _____

Title: _____

Company: _____

Address (*optional*): _____

Telephone #: _____

Name: _____

Title: _____

Company: _____

Address (*optional*): _____

Telephone #: _____