

RESUME/APPLICATION WORKSHEET

This work sheet is for you. It is not to be given to an employer

Your Name: _____
Address: _____
City, State, Zip: _____
Phone with area code: _____
Email (optional) _____

Work History

(start with your most recent employer)

EMPLOYER _____
CITY/STATE _____
SUPERVISOR _____
PHONE _____
DATES EMPLOYED _____
JOB TITLE _____

JOB DUTIES: (List each job duty, then describe in detail. At end of each, note your level of experience in months/years. If you had more than one job with the same employer, list the job titles and the job duties and experience separately)

Equipment/Machinery/Tools/Vehicles Used: (At end of each list specific brand or license you hold)

Accomplishments: _____
What did you like/dislike about this job? _____
Why did you leave? _____
What kind of reference would you get from employer? _____

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Education:

School/City/State

Courses/Certification

Year Completed
[link re dates]

High School: _____

College: _____

Tech/Voc: _____

Achievements, Awards, Licenses: _____

Special Interests/Hobbies: _____

Equipment used through hobbies and interests (i.e. hand tools, computers, etc.) _____

Organizations (list any leadership positions you may have held):

Other training's (seminars, conference material, workshops etc.) _____

Additional Skills: _____
