

PERSONAL FACT SHEET FOR JOB HUNTING

FULL NAME:

PHONE #:

FULL ADDRESS:

EMAIL:

EDUCATION & TRAINING

COLLEGE NAME:

MO/YEAR GRADUATED:

CITY/STATE:

COURSE OF STUDY:

HIGH SCHOOL NAME:

MO/YEAR GRADUATED:

CITY/STATE:

COURSE OF STUDY:

WORK HISTORY (including volunteer work)

CO. NAME:

JOB TITLE/SALARY:

ADDRESS:

DATES WORKED:

(incl. zip code)

(month & year to mo/yr)

PHONE #:

SUPERVISOR:

(first & last name)

CO. NAME:

JOB TITLE/SALARY:

ADDRESS:

DATES WORKED:

(incl. zip code)

(month & year to mo/yr)

PHONE #:

SUPERVISOR:

(first & last name)

CO. NAME:

JOB TITLE/SALARY:

ADDRESS:

DATES WORKED:

(incl. zip code)

(month & year to mo/yr)

PHONE #:

SUPERVISOR:

(first & last name)

LIST INTERESTS & ACTIVITIES (include dates if possible)

LIST HONORS & AWARDS (include dates if possible)

REFERENCES (minimum of 3)

FULL NAME:

JOB TITLE:

DAY ADDRESS:

DAYTIME PHONE #:

EMAIL:

YEARS AQUAINTED:

FULL NAME:

JOB TITLE:

DAY ADDRESS:

DAYTIME PHONE #:

EMAIL:

YEARS AQUAINTED:

FULL NAME:

JOB TITLE:

DAY ADDRESS:

DAYTIME PHONE #:

EMAIL:

YEARS AQUAINTED: