

FACT SHEET

Date: _____	E-mail address: _____
Full Name: _____	Phone Numbers:
Address: _____	Home: _____
City: _____ State: _____ Zip: _____	Office: _____

CAREER INFORMATION

What are your job objectives: _____

List any special job skills: _____

What are your most marketable skills: _____

HIGHLIGHTS

List any outstanding achievement(s)/recognition(s) (personal or professional): _____

What skills do you utilize to get along with your supervisors? _____

What skills do you utilize to get along with your co-workers? _____

EMPLOYMENT HISTORY

Current/Last Employer: _____ City/State _____

Position: _____ Phone: _____ Start Date: _____

End Date: _____

Describe company's product or services: _____

Describe your responsibilities: _____

List 3 major duties: _____

Outstanding accomplishment(s): _____

Special skills or knowledge for your position: _____

Please take a minute to tell us how you heard about us. (Thank you!) _____

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Previous Employer: _____ City/State _____

Position: _____ Start Date: _____ End Date: _____

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List 3 major duties: _____

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List 3 major duties: _____

Outstanding accomplishment(s): _____

Special skills or knowledge for your position: _____

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Position: _____ Start Date: _____ End Date: _____

Describe company's product or services: _____

List 3 major duties: _____

Outstanding accomplishment(s): _____

Special skills or knowledge for your position: _____

EDUCATIONAL BACKGROUND:

Attended:	Name	City/St	From	To	GPA	Yr Grad	Degree	Major
High School								
College								
College								
Other								
Other								

List scholarships, special awards, recognitions, and organizational offices held: _____

Other conferences, special workshops and training that may be applicable to job search: _____

SPECIAL SKILLS:

What languages can you speak, read and write fluently?: _____

What languages do you have a working knowledge of? _____

COMPUTER LITERACY:

Hardware Familiarity: _____

Software Familiarity: _____

PERSONAL INTERESTS:

List all interests, hobbies, and activities: _____

List professional organizations: _____
