

Get Yourself Organized – Personal Information Work Sheet

Work / Employment Experience

(List at least the past 5 employers that you have been employed with. If you do not have this length of an employment history, do not worry; Explain this in the interview when it becomes a question). Start with the most recent employer and work your way backwards.

Company / Organization:

Address:

Position / Job Title:

Supervisor's Name:

Duties & Responsibilities:

Skills required or Achieved:

Awards / Recognitions

Received:

References from Company:

(Normally at least 3)

Reason for Leaving:

Company / Organization:

Address:

Position / Job Title:

Supervisor's Name:

Duties & Responsibilities:

Skills required or Achieved:

Awards / Recognitions

Received:

References from Company:

(Normally at least 3)

Reason for Leaving:

Company / Organization:

Address:

Position / Job Title:

Supervisor's Name:

Duties & Responsibilities:

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Skills required or Achieved: _____

Awards / Recognition _____

Received: _____

References from Company: _____

(Normally at least 3) _____

Reason for Leaving: _____

Company / Organization: _____

Address: _____

Position / Job Title: _____

Supervisor's Name: _____

Duties & Responsibilities: _____

Skills required or Achieved: _____

Awards / Recognitions _____

Received: _____

References from Company: _____

(Normally at least 3) _____

Reason for Leaving: _____

Company / Organization: _____

Address: _____

Position / Job Title: _____

Supervisor's Name: _____

Duties & Responsibilities: _____

Skills required or Achieved: _____

Awards / Recognitions _____

Received: _____

References from Company: _____

(Normally at least 3) _____

Reason for Leaving: _____

(Repeat as Necessary)

Education / Technical Schools History

(This information includes your most recent education through High School. If you need to acquire transcripts from an institution, contact them directly to understand how to obtain official documents)

Institution:

Address:

Date of Graduation:

Degree/Certificate

Awarded:

Subject Studied:

Transcripts Available:

Yes, attached

No, I need to order official transcripts

Institution:

Address:

Date of Graduation:

Degree/Certificate

Awarded:

Subject Studied:

Transcripts Available:

Yes, attached

No, I need to order official transcripts

Institution:

Address:

Date of Graduation:

Degree/Certificate

Awarded:

Subject Studied:

Transcripts Available:

Yes, attached

No, I need to order official transcripts

Institution:

Address:

Date of Graduation:

Degree/Certificate

Awarded:

Subject Studied:

Transcripts Available:

Yes, attached

No, I need to order official transcripts

Additional Information

Community Experience:

Community Organization: _____
Address: _____
Date of Involvement: _____
Reason for Involvement: _____

Community Organization: _____
Address: _____
Date of Involvement: _____
Reason for Involvement: _____

(Repeat as Necessary)

Volunteer Experience:

Organization: _____
Address: _____
Date of Involvement: _____
Reason for Involvement: _____

Organization: _____
Address: _____
Date of Involvement: _____
Reason for Involvement: _____

Organization: _____
Address: _____
Date of Involvement: _____
Reason for Involvement: _____

(Repeat as Necessary)

Job Search Record

Company / Organization:

Name: _____
Address: _____
Phone Numbers: _____
Mission: _____
Vision: _____
Overall Goal: _____
URL/Web Address: _____
Other information: _____

Individual Job Application Submitted to:

Name: _____
Address: _____
Phone Number: _____
Email: _____

Contact Record:

Phone Conversations:	Purpose of Phone conversation:	Date:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Cover letter Submitted: Yes, copy attached No _____

Resume Submitted: Yes, copy attached No _____

Job Description: Yes, copy attached No _____

Interview Schedule:

Interview Type: Phone In Person

Interview Date: _____

Interviewer Name: _____

Interviewer Title: _____

Follow-up Thank You letter Submitted: Yes No _____ Date: _____

Notes:

