

## Job Search

**Education & Training Worksheet**

List the schools, colleges, trade schools, business schools, and adult education programs you have attended. Begin with your most recent education.

1. School name \_\_\_\_\_

School address \_\_\_\_\_

\_\_\_\_\_

Start date (mm/dd/yy) \_\_\_\_\_ End date (mm/dd/yy) \_\_\_\_\_

Major field of study \_\_\_\_\_

Minor field of study \_\_\_\_\_

Diploma or degree \_\_\_\_\_

Activities, athletics, accomplishments, awards, honors, and memberships

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relevant courses

\_\_\_\_\_

\_\_\_\_\_

2. School name \_\_\_\_\_

School address \_\_\_\_\_

\_\_\_\_\_

Start date (mm/dd/yy) \_\_\_\_\_ End date (mm/dd/yy) \_\_\_\_\_

Major field of study \_\_\_\_\_

Minor field of study \_\_\_\_\_

Diploma or degree \_\_\_\_\_

Activities, athletics, accomplishments, awards, honors, and memberships  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relevant courses  
\_\_\_\_\_  
\_\_\_\_\_

3. School name \_\_\_\_\_

School address \_\_\_\_\_  
\_\_\_\_\_

Start date (mm/dd/yy) \_\_\_\_\_ End date (mm/dd/yy) \_\_\_\_\_

Major field of study \_\_\_\_\_

Minor field of study \_\_\_\_\_

Diploma or degree \_\_\_\_\_

Activities, athletics, accomplishments, awards, honors, and memberships  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relevant courses  
\_\_\_\_\_  
\_\_\_\_\_

### **Training and Workshops**

List training, seminars, and workshops that you have attended. This may include former employers' training programs and workshops.

1. Training title \_\_\_\_\_

Training sponsor \_\_\_\_\_

Date of training (*at least include year*) \_\_\_\_\_

2. Training title \_\_\_\_\_

Training sponsor \_\_\_\_\_

Date of training (*at least include year*) \_\_\_\_\_

3. Training title \_\_\_\_\_

Training sponsor \_\_\_\_\_

Date of training (*at least include year*) \_\_\_\_\_

### **Education and training information not listed above**

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### **Current licenses and certificates**

1. Name of license or certificate \_\_\_\_\_

Date earned (*at least include year*) \_\_\_\_\_

2. Name of license or certificate \_\_\_\_\_

Date earned (*at least include year*) \_\_\_\_\_

3. Name of license or certificate \_\_\_\_\_

Date earned (*at least include year*) \_\_\_\_\_