

## Job Search

**Work History Worksheet**

List your work experiences. Begin with your most recent employer. You may want to include summer, temporary, part-time, and volunteer work. Make as many copies of this worksheet as you need.

List volunteer work when it shows you have skills that relate to a specific job you are seeking. Do not mention volunteer work for special interest or political groups unless you are applying for a job with an organization that supports the work of those groups. However, some people might choose to risk not getting a job if it means finding co-workers with similar beliefs.

Employer name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

*You usually include city and state on your resume.*

Supervisor \_\_\_\_\_

*First name*

*Last name*

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

Starting pay \_\_\_\_\_ Ending pay \_\_\_\_\_

*This information is not included in resumes but you may need it for job applications.*

Title of position \_\_\_\_\_

**Duties and responsibilities**

*When describing your work experience, emphasize those duties that are the same or similar to the duties of the job(s) for which you are applying. Choose an action verb to start your duty statements. Use numbers or words to describe the level of your involvement where appropriate. Also list the kinds of computers, software, machinery, equipment, and tools you are able to use.*

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**Accomplishments or Highlights**

*Include recognition you have received, projects completed, and results of your work.*

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**Reason for leaving**

*This information is not included in resumes but you may need it for job applications.*

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