

Appendix A

Essential Job Search Data Worksheet

Take some time to complete this worksheet carefully. It will help you write your resume and answer interview questions. You can also photocopy it and take it with you to help complete applications and as a reference throughout your job search. Use an erasable pen or pencil to allow for corrections. Whenever possible, emphasize skills and accomplishments that support your ability to do the job you want. Use extra sheets as needed.

Your name _____

Date completed _____

Job objective _____

Key Accomplishments

List three accomplishments that best prove your ability to do the kind of job you want.

1. _____

2. _____

3. _____

Education and Training

Name of high school(s) and specific years attended

Subjects related to job objective

Related extracurricular activities/hobbies/leisure activities
