Personal Résumé Information

Α

Record for Job Seekers



Equal Opportunity Employer/Program Auxiliary Aids & Services Are Available Upon Request To Individuals With Disabilities

DOL-1130 (R-6/23)

JOB LEADS

HELPFUL HINTS

FOR COMPLETING A JOB APPLICATION

- 1. Have information readily available. Don't erase, scratch out or leave blank. Use this book to avoid spelling errors.
- 2. Answer as fully as possible.
- 3. Leave no blank spaces. For questions that do not apply to you, draw a line or write N/A.
- 4. Use only positive information. If the response is negative or requires explanation, write "will discuss in interview". Avoid negative words such as "quit" or "fired".
- 5. If your work history is long and varied, attach a résumé.
- 6. Be prepared to use ink or complete a computer based application.
- 7. Be completely honest. Misrepresenting yourself on a job application may result in being fired at a later date.

Employer	Phone	Contact Person	Results

JOB LEADS

Employer	Phone	Contact Person	Results

PERSONAL DATA

Full Name:
Address:
City: State: Zip:
Telephone: ()
Message: ()
E-Mail:
Days/Hours Available:
Job Objective:
Salary Range:
Professional/Civic Organizations:
Work Limitations:

WORK HISTORY

NOTES

JOB 1. (most recent)				
Employer:			_	
Address:				
Telephone: () _				
E-Mail:			-	
Job Title:				
Dates:	to _		-	
Salary:		MO/YR	-	
Supervisor:				
Reason for Leaving:				
Job Duties:				
			-	
			-	
Machines/Tools:			-	
			-	
Factors Liked		Factors Disliked	-	

REFERENCES

1. Name:	<u>JOB 2.</u>
Employment: Job Title:	Employer:
Address:	Address:
Telephone/E-Mail:	Telephone: ()
How long have you know	n this person? E-Mail:
2. Name:	Job Title:
	MO/YR Dates: to
Address:	Beginning Salary:
Telephone/E-Mail:	
How long have you know	n this person? Supervisor:
3. Name:	Reason for Leaving:
Employment:	Job Duties:
Job Title: Address:	
Telephone/E-Mail:	
How long have you know	n this person?
4. Name:	Machines/Tools:
Employment:	
Job Title:	Factors Liked Fact
Telephone/E-Mail:	
How long have you know	n this person?

WORK HISTORY

MO/YR

Ending

Factors Disliked

WORK HISTORY

<u>JOB 3.</u>

Employer:		
Address:		
Telephone: ()		
E-Mail:		
Job Title:		
Dates:	_ to _	MO/YR
Beginning Salary:		Ending
Supervisor:		
Reason for Leaving:		
Job Duties:		
Machines/Tools:		
Factors Liked		Factors Disliked

MISCELLANEOUS

Explanation of Work Gaps

Dates	Reason

Professional Accomplishments/Awards: _____

Questions to Ask at Interview

1.	 	 	
2.	 	 	
3.	 	 	
4.	 	 	

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(Valid Through)

Professional Licenses/Certificates:

GED _____ Date Received

Location

College College Other Other	School	Name/Address	Dates	dress Dates of Study	Yea	Years/Hours Comp.	comp. GPA
College Other Other	Secondary College			Major Minor	jor	jor	jor
Other Other	College			Major Minor	or or	or or	ବ ବ
Other	Other						
	Other						

WORK HISTORY

<u>JOB 4.</u>

Employer:		
Address:		
Telephone: ()		
E-Mail:		
Job Title:		NOND
Dates:	to	MO/YR
Beginning Salary:		Ending
Supervisor: Reason for Leaving: Job Duties:		
Machines/Tools:		
Factors Liked		Factors Disliked

OTHER WORK HISTORY

Employer	Dates	Job Title	Reason for Leaving
1.			
2.			
3.			
4.			

SKILLS

Job Content _____

Transferable _____

Self Management _____

MILITARY

Branch	Rank
Dates	to
Job Titles	Duties
Machines/Tools	

VOLUNTEER WORK

Organization	Duties/Responsibilities