

PERSONAL DATA RECORD

This document helps you remember and record information you will use in your job search. Use it to write resumes, when completing applications and review it before interviews.

Tips for Completing an Application

- Double-check grammar, spelling and content.
- Include skills on the application that are related to the type of position for which you're applying.
- Never write "See Resume" on the application.
- When using someone as a reference, always get permission first and send a thank you note when they have given you a reference.

Contact Information

Home phone: _____ Cellphone: _____

E-mail: _____

Education

	High School	Business, Trade School, College	Undergraduate College/University	Graduate/ Professional	Military Training
School name/GED					
School location					
Years completed					
Did you graduate					
Diploma/Degree					
Graduation date					
Course of study					
Describe any scholastic honors, assistantships, etc.					
Describe any specialized training, assistantships, etc.					
Foreign languages					
Occupational licenses, Certifications, Registrations, Professional Affiliations, etc.					



Employment/Volunteer History

List most recent employer first

Employer 1

Name/Organization: _____ Job Title: _____

Address: _____ Ending Salary: _____

Supervisor: _____ Phone: _____ Email: _____

Dates Employed: _____ Reason for Leaving: _____

Major Responsibilities/Skills, Knowledge and Abilities:

Employer 2

Name/Organization: _____ Job Title: _____

Address: _____ Ending Salary: _____

Supervisor: _____ Phone: _____ Email: _____

Dates Employed: _____ Reason for Leaving: _____

Major Responsibilities/Skills, Knowledge and Abilities:

Employer 3

Name/Organization: _____ Job Title: _____

Address: _____ Ending Salary: _____

Supervisor: _____ Phone: _____ Email: _____

Dates Employed: _____ Reason for Leaving: _____

Major Responsibilities/Skills, Knowledge and Abilities:



Volunteer Activity

Name/Organization: _____ Dates Volunteered: _____

Supervisor: _____ Phone: _____ Email: _____

Major Responsibilities/Skills, Knowledge and Abilities:

Other skills, knowledge and abilities not listed above required through hobbies or interests:

References —Professional/Academic/Personal

Name	Employer	Title	Phone Number

