

# Notes for Applications, Resumes, and Job Interviews

Sometimes getting started is the hardest part. Before you become overwhelmed by the idea of writing your resume, completing applications, or representing yourself accurately in an interview, fill out this form. It will help you organize the information in your resume.

## 1. Personal Information

- a. Name \_\_\_\_\_
- b. Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- c. Phone \_\_\_\_\_
- d. Email \_\_\_\_\_

## 2. Education

- | a.                                    | Name of School | Month/Year<br>of Graduation |
|---------------------------------------|----------------|-----------------------------|
| _____ High School                     | _____          | _____                       |
| _____ Technical/<br>Vocational School | _____          | _____                       |

### b. Skills learned:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### c. Extracurricular Activities

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### d. Honors/Awards

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## 3. Work Experience

Paid jobs (start with most recent, work backward in time)

Company \_\_\_\_\_  
 Location (city/state) \_\_\_\_\_  
 Dates of Employment \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Responsibilities \_\_\_\_\_

Skills \_\_\_\_\_

Company \_\_\_\_\_  
Location (city/state) \_\_\_\_\_  
Dates of Employment \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Skills \_\_\_\_\_  
\_\_\_\_\_

Company \_\_\_\_\_  
Location (city/state) \_\_\_\_\_  
Dates of Employment \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Skills \_\_\_\_\_  
\_\_\_\_\_

4. Volunteer Experience

Job Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Dates of experience \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Dates of experience \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Hobbies/Interests (list if they indicate skills that relate to your chosen field and/or would enhance your employability)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Memberships

_____ Community	Organization/Title _____
_____ Club	Organization/Title _____

Now you have a comprehensive listing of your vital information. For an application, transfer what you need. For a resume, choose the appropriate information, put it into proper resume form, and print it on quality paper. For an interview, study the information so that you are able to communicate it to a prospective employer.

## Your PAL

Interviewing is time consuming for employers! When you interview, the employer hopes that you will be the one with the qualities that fit the bill. If you are, then everyone, including you, can get back on task. Your job will be to send the message that you are the most qualified candidate. Knowing the traits that employers want will help you do just that. The following are some key traits that employers seek. If you possess every one of these traits, you are the kind of employable person companies want to hire. If you are missing a few, write them in the space provided. Work on developing them before you interview.

Accepts responsibility—commits to duties and completes them promptly and efficiently.

Takes direction—carries out directives without a fuss.

Integrity/honesty—works and speaks honestly, can be trusted.

Take initiative—comes up with ideas/performs extra duties without always needing direction.

Understands how to work with others—cooperates consistently as a team member.

Dependable—can be counted on to work hard and to be flexible and efficient.

Energetic—stays upbeat and on schedule.

Speaks and listens well—is a good communicator.