

**Personal Information**

---

Name (no nicknames):

Mailing Address (use permanent address):

Telephone (Use a permanent telephone number and put the area code. You can list your cell phone number, but remember to record a neutral greeting.)

Email Address (Choose an email that sounds professional. Not sexygirl123@somewhere.com):

**Objective**

---

What job are you applying for?

When can you work?

Are you getting a job with a goal in mind? (Example: Money for a car, to pay for new sports equipment or band camp? List those reasons below.)

**Education**

---

What school do you attend and grade are you in (Freshman, Sophomore, Junior, Senior)?

When will you graduate?

What is your grade point average? (List this only if it is a 3.0 or higher.)

What classes are you taking/have taken that apply to the job?

## **Work Experience**

---

Have you ever had a job? (This includes working for a neighbor, friend, relative or company.) List the job below and include the month and year(s) you worked.

What were your responsibilities?

## **Achievements**

---

Are you taking honors/AP (advanced placement) courses? List those courses below.

Have you received any school or club awards? List the awards below along with the year earned.

## **Interests/Activities**

---

What extracurricular activities are you involved in? Are you a member of any clubs, organizations? List them below and include how long you have been a member. Also list any offices held or leadership positions taken.

List your hobbies.

## **Volunteer Experience**

---

Have you ever done any volunteer work? List the organization below. Include the event(s) and your responsibilities.

## **Summary of Skills**

---

Do you speak a foreign language? What?

Are you good with computers? What programs are you familiar with?

List any other special skills that you have.

Are you certified in CPR/First Aid? Did you take a babysitter certification class? Do you have your food handler's permit? What other certifications do you have? List all of them below.

## **References**

---

List 3 people that you have known for at least 1 year (who are not related to you) that can account for your work. This can be a neighbor, family friend or a boss. Include their name, phone number and how you know them.