

Job Hunt — Student Data Worksheet

Your name: _____ Social Security number: _____ It is best to memorize this number rather than write it down

Driver's license number: _____ Home phone number: _____
(optional)

Address: _____ City/state/zip: _____

EDUCATION — COLLEGE

Name of College: _____ Phone: _____

Address: _____ City/state/zip: _____

Begin date: _____ End date: _____ Graduate? _____

Name of certificate/diploma earned: _____ Date: _____

If no certificate or diploma earned, list the following:

Class taken: _____ Date completed: _____

Class taken: _____ Date completed: _____

(Use the back side of this page to list additional college classes)



EDUCATION — HIGH SCHOOL

Name of high school: _____ Phone number: _____

Address: _____ City/state/zip: _____

Begin date: _____ End date: _____ Graduate? _____

List **elective classes** completed (business, industrial technology, computer, skill classes, Honors/AP, foreign language, peer counseling, speech, newspaper, student government, yearbook, video, etc.).

List **extracurricular activities** (club officer, sports team, and other on or off campus activities).

List additional classes and activities on back side of this page.

1) _____ 5) _____

2) _____ 6) _____

3) _____ 7) _____

4) _____ 8) _____

EDUCATION — SPECIAL CLASSES (SUCH AS JOB TRAINING OR CERTIFICATE CLASS)

Name of school you attended for this class: _____

Name of class: _____ Instructor's name: _____

Begin date: _____ End date: _____ Did you also train at a business site? If so,

Name of business: _____ Supervisor's name: _____

Address of business: _____
(street address, city, zip)

List of skills learned in this job training class:

1) _____ 3) _____

2) _____ 4) _____

Name of certificate earned in this course: _____

(Use the back side of this page to list additional Job Training or Certificate Class)



VOLUNTEER WORK

Volunteer job title: _____ Supervisor's name: _____

Name of business: _____ Phone number: _____

Address of business: _____
(street address, city, zip)

Begin date: _____ End date: _____

List of skills and tasks learned in this volunteer position:

1) _____ 4) _____

2) _____ 5) _____

3) _____ 6) _____

(Use the back side of this page to list additional volunteer work experience)



PAID WORK EXPERIENCE

COMPANY NAME: _____ Phone number: _____

Address: _____ City/state/zip: _____

Name of supervisor: _____ Job title: _____

Dates started: _____ Your job title: _____

Starting pay: _____ Current or ending pay: _____ Date left: _____

Reason left: _____

Your duties at this job (also list any recognition received such as employee of the month):

1) _____ 4) _____

2) _____ 5) _____

3) _____

(Use the back side of this page to list additional paid work experience)



SKILLS, ACTIVITIES & PERSONAL TRAITS

Get the following U.S. Work World lessons from your teacher: **1) What Can I Say? Skills!**
2) What Can I Say? Activities! 2) What Can I Say? Traits! Use these lessons to provide you with ideas so that you can to complete the following information about you:

List your skills — along with date of training, if possible. (See lesson: What Can I Say? Skills!)

1) _____ Dates: _____

2) _____ Dates: _____

3) _____ Dates: _____

4) Names of computer software programs you know how to operate: _____

List your in-school and community clubs/teams/activities. (See lesson: What Can I Say? Activities)

1) _____

2) _____

3) _____

List positive statements about your personality traits. (See lesson: What Can I Say? Traits!)

1) _____

2) _____

3) _____

Bring your Job Hunt Student Data Worksheet when applying for jobs so that you will have information with you to help complete paper or computer applications!

