



LOOKING FOR A JOB: STEP BY STEP

MAKE A FACT SHEET

STEP 2

When you are looking for a job, your first step is to get your personal information together. You will need it in order to fill out applications. The best way to gather your information is to make a personal fact sheet. You can make a fact sheet by writing your information on a piece of paper.

NAME (first/given name & last/surname)

ADDRESS (where you live now)

PREVIOUS ADDRESS (where you lived before)

DATE OF BIRTH (DOB – month, day, & year of your legal birthday)

TELEPHONE NUMBER (where you can be reached)

SOCIAL SECURITY NUMBER (SS# – US Government identification number)

CITIZENSHIP INFORMATION (if not a citizen – work visa / green card)

VOLUNTEER EXPERIENCE (time or work given with no pay)

HOBBIES, SPECIAL INTERESTS (activities done in free time)

EDUCATIONAL RECORD

High schools attended (name, address, dates attended)

Other programs/schools attended (name, address, dates, courses studied)

FORMER EMPLOYERS

Company name/employer – (who hired and paid you)

Address

Telephone number

Your boss's name – (who watched you work)

Boss's title – (his/her position in company)

Your duties – (what you did at work)

Dates of employment – (month-day-year)

From – (first day of work)

To – (last day of work)

Reason for leaving – (why you left)

Salary/rate of pay/wage – (amount paid – hourly, weekly, or monthly)

Carry the worksheet with you when you are looking for a job. When you need to fill out applications or talk to an employer, you will be ready. Preparing your fact sheet is the start of your job search.