

Personal Data/Resume Worksheet

What is it:

Personal Data Sheet/Resume Worksheet is a convenient way of organizing all the information that will be required to fully complete an application form or begin to put your resume together. Instead of trying to keep track of a number of documents (record of work history, references, address book, etc.), it is helpful to keep this important information all together on a few stapled pages.

How to use it:

As a resource in filling out application forms independently.

Not all applications ask for the same information - some may ask for an emergency contact; most ask for three personal references but some ask for four; some want mailing addresses for elementary, junior high and high schools. You can be caught short when filling out applications at the personnel office if you try to rely strictly on your memory. If you will need help in completing application forms, a Personal Data Sheet is one way of insuring that spelling is correct and information is accurate. It also will cut down on the amount of talking that will go on in the personnel office as you fill out the form - you will draw less attention to yourself and will appear more organized and professional by having planned ahead.

Start to build your resume.

The personal data/resume worksheet is a tool in crafting your resume. You will have important information available to you when the time comes to write the actual resume. There really is not a lot of mystery behind writing and developing a resume.

What to include:

- Your whole name
- Local (current) address
- Permanent address
- Telephone number
- Alternate telephone number
- Emergency contact person (name, address, telephone number)
- Education (name of school, address, years attended, degree or certificate earned, year it was awarded, credit hours achieved, major and minor concentrations).
- Work History (name of business, address, telephone number, supervisor's name, start and end dates for employment, job title, brief description of job duties, starting and ending salary, reason for leaving). Include all this information for

every job you have held. List on your Personal Data Sheet with the most recent job first and working back to the earliest.

- Special Skills as appropriate (typing speed, computer programs, foreign languages, additional equipment you can use if it applies to the job you are seeking).
- References (name, occupation, address, telephone number) Ideally you will have a number of references to choose from to support different types of jobs, but make sure you have at least three. Before you list someone as a reference, **ask them first!**

SAMPLE OF PERSONAL DATA:

PERSONAL DATA/RESUME WORKSHEET

(Make the information on this worksheet thorough and complete. Save it as a lasting resource; update it as the years pass. Use the information as a "menu" from which to create a unique resume for each job you seek.)

Name: _____ Date updated: _____

I. Personal Information

Temporary Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ E-Mail: _____

Permanent Address (if different): _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ E-Mail: _____

[If you anticipate ever requesting a security clearance, you will need to record every place you have ever resided. You may also be required to identify and locate roommates, so record that here too!]

II. Education

First College or University: _____

Location: _____ State: _____

Degree: _____

Major(s): _____ Minor(s): _____

Date obtained: _____ Major GPA: _____ Overall GPA: _____

Other College or University: _____

Location: _____ State: _____

Degree: _____

Major(s): _____ Minor(s): _____

Date obtained: _____ Major GPA: _____ Overall GPA: _____

Other schools attended (except high school), training or certifications received, licenses obtained:

III. Experience Information (consider all experience—paid, unpaid, volunteer, etc.)

[Duplicate this section for each experience in your background]

Position title: _____

Organization name: _____

Address: _____

City: _____ State: _____

Dates employed (months & years only) From: _____ To: _____

Name of supervisor(s): _____

Duties and responsibilities: _____

Quality attributes you found important and used successfully in this position.

Specific performance accomplishments or contributions you made to this job:

Combine the duties, qualities and accomplishments together and write a strong job description:

IV. Special Competencies

Write here your special talents, skills, training, languages (artistic, computer skills, special licenses, significant achievements), etc: _____

V. Activities

1. Memberships in professional associations, clubs or community groups, volunteer & religious organizations. Include name of the association, offices held and the dates. Add any significant activities attributed to your leadership: _____

2. Awards and Honors (academic, athletic, social, civic. Any scholarship not based on financial need): _____

3. Creative professional activities (articles written, inventions, projects presented or displayed):

VI. Personal References

List references on a separate page, not on your resume. Avoid using family and relatives. Generally, three or four professional or academic references and one personal reference will be sufficient. *Be sure to get permission from any reference before using their name!* Send each a thank you note for volunteering to help you, and keep them informed on your job search progress.

1. Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____

Position: _____

2. Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____

Position: _____

3. Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____

Position: _____

4. Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____

Position: _____

1. Put this worksheet onto a computer file and keep it for future use.
2. Consider the sample resume formats and start to build your resume.
3. Update your resume personal data/resume worksheet annually. Go through the past year and consider your experiences and accomplishments, recording them while they are fresh in your mind.