

EXPERIENCE WORKSHEET

(Use this form to begin cataloging your experience and accomplishments.)

EMPLOYMENT (make copies, and record employment information for your last 3-4 positions)	
Organization Name:	
Location (City, State):	
Month/Year of Hire:	Month/Year You Left: (list "Present" if still employed)
Your most recent title:	
Skills developed (especially those that will apply to target career):	
Accomplishments / area of expertise, strengths:	
Certifications, Licenses:	
EDUCATION	
Institution Name:	
Location (City, State):	
(Expected) Date of Graduation:	
Your Degree: Bachelor (or Master) of _____	Major: Minor: Emphasis: Endorsement:
For soon-to-be (or recent) graduates, list relevant coursework:	
Seminars or Conferences you attended:	
Clinical/Practicum/Internship/Special Projects/Research:	
Computer Skills (list software, hardware, operating systems, programming languages, etc.):	

<p>Professional and/or Student Organizations (list the names of the organizations, then leadership positions):</p>	
<p>Awards/Honors (list awards from college or community service, i.e., Dean's List, scholarships, elected positions, etc.):</p>	
<p>Publications/Presentations (include published and professional writing, research, formal presentations):</p>	
<p>OTHER</p>	
<p>Community Involvement (list organizations you regularly volunteer for, as well as special events in which you have participated):</p>	
<p>Interests / Hobbies (include information directly related to your career objective. <i>Example:</i> if you are looking for a position with a sporting goods company, you may include experience coaching a little league team or running marathons):</p>	
<p>Special Abilities: (again – highlight skills that directly relate to your target position. <i>Example:</i> if applying for a sales position, mention public speaking abilities, networking, negotiating, etc.):</p>	
<p>Languages (list languages and your degree of proficiency. <i>Example:</i> Fluent – both in writing and speaking - in Spanish; Basic conversation in French):</p>	
<p>Professional Profile (think from an employer's point of view and what they need in an employee. Relay traits and skills directly related to the job, as well as *transferable skills):</p>	

* Turn to the next page to learn more about Transferable Skills.