3.04

Instructions:

In this activity you will be completing a personal fact sheet, which can be used as a reference to fill out job applications without having to look up information. Follow the instructions below to complete your personal fact sheet.

1. Personal Information
   * 1. **Full Name**: Write your full name, first and last, in the appropriate space.
     2. **Address**: Complete your address, including zip code, and if applicable, apartment number.
     3. **Phone Number**: Complete your phone number, including area code.
     4. **E-mail Address**: Complete your e-mail address. Remember that when applying for a job, having a cutesy or inappropriate email address may be held against you in the hiring process.
     5. **Social Security Number**: Complete your Social Security number. The format of a SSN is XXX-XX-XXXX. Although your SSN is necessary for being hired, you should carefully guard your number, as it can be used to commit identity theft.
     6. **Date Available**: Write the first day for which you would be available to work. If you can begin immediately, use tomorrow’s date. If you currently have a job, it is appropriate to use a date two to three weeks out, so you may give notice to your current employer.
     7. **Hours Available**: Write the times during which you are available. If you are available all day and have no restrictions, you should write “Open”, which is short for open availability.
     8. **Desired Pay**: In this space, write the wage or salary that you desire for this position. Try to determine an acceptable salary range before filling in this information.
2. Education History
   1. **High School**: Write the name of the high school you are attending or have graduated from. If you attended multiple high schools, list the last school attended. Do not use abbreviations, spell out the entire name of the school

i. EX: Falcon Hills High School, instead of FHHS

* 1. **Address**: Write the address of the high school listed above. Include the zip code of the school.
  2. **Dates Attended**: Write the dates during which you attended the school mentioned above. Only list the months and years.

i. EX: 08/2005-05/2008 or Aug 2005-May 2008

* 1. **Degree**: List the degree earned. If you have earned a special degree from your high school, such as an International Baccalaureate degree, this is the place to list it. If you have not graduated yet, list the date you expect to graduate.
     + 1. EX: High School Diploma – May 2008
       2. EX: High School Diploma expected May 2009
  2. **College:** Write the names, addresses, dates attended and any degrees earned for all of the colleges you have attended.

1. Employment History
   1. **Company**: Write the name of the company or organization for which you worked.
   2. **Address**: Write the address of the company for which you worked.
   3. **Job Title**: Write the job title
   4. **Starting Salary**: Write the salary that you received when you began your employment at the company.
   5. **Responsibilities**: List the primary responsibilities required of this position while you held it. Use action verbs.
      * 1. Stocked shelves in ten departments
        2. Wrote weekly schedules for 15 employees
   6. **Phone Number**: Write the current phone number of the company
   7. **Supervisor**: Write the name of your direct supervisor while you were working.
   8. **Dates worked**: Write the dates during which you worked at the company listed above. Only list the months and years.
   9. **Ending Salary**: Write the salary that you received when you ended your employment at the company.
   10. **Reason for leaving**: Give your reason for leaving the company. Do not go into extensive detail and do not be negative.
       * 1. Pursuing new opportunities
         2. Re-entering school
         3. New Priorities
2. Military Service
   1. **Branch**: If you have served in the military, write the service branch here.

i. EX: United States Navy

* 1. **Dates**: Write your enlistment and discharge dates. Use the same format as for educational dates.

i. EX: 08/2005-05/2008 or Aug 2005-May 2008

* 1. **Rank at discharge**: Write the rank at which you were discharged. If you were demoted at any time, list the final rank you attained, not the highest. If you are currently a member of the armed services, write your current rank.

i. EX: E-4

* 1. **Type of discharge**: Write the type of discharge here. If you are currently a member of the armed services, write N/A.
     + 1. EX: Honorable Discharge
       2. Medical Discharge

1. References
   1. **Name**: Write the full name of the reference.

i. EX: Jonathan Spartan

* 1. **Company**: Write the name of the company or organization that your reference works for. If your reference is a teacher, write their school.
     + 1. EX: McDonalds
       2. EX: Yale University
       3. John Baker High School
  2. **Address**: Write the address from which your reference can be contacted AT WORK. Do not list your reference’s personal address.
  3. **Relationship**: Write the relationship you have with your reference. Avoid references that are members of your family.
     + 1. EX: Teacher
       2. EX: Supervisor
       3. EX: Coworker iv. EX: Professor
  4. **Phone** **Number**: Write the work phone number at which your reference can be contacted during work hours (typically 8-5).
  5. **E-mail Address**: Write the work e-mail address at which your reference can be reached.

1. **Awards & Accomplishments**: List any Awards and Accomplishments which you have earned or achieved. When possible, list a date or the institution which awarded you.
   * + 1. Employee of the Month – June 2007, Sun Microsystems
       2. National Honor Society Member – Jan 2004-May 2009
       3. Founded Media Dept – May 1994, Penguin Publishing
2. **Key Transferrable Skills**: List any skills you have which could be used for new positions
   * + 1. Speak fluent Spanish
       2. C++ Certified
       3. Excellent public speaker
3. Check your work against the scoring rubric.
4. Turn in your personal fact sheet and the rubric to your instructor.