



## Skills Training and Employment Preparation at Your Library

### Resume and Job Application Checklist

**Gather this information ahead of time to make resume writing and filling out job applications less stressful.**

#### Personal Information:

Full name, address, email and phone numbers, date of birth and social security number.

Applications will ask for most of this. Resumes should never have date of birth or your social security number on them.

#### Education:

List schools most recent first.

Name of High School, Location (City/State), Year graduated or years attended

Name of college, Location (City/State), Year graduated or years attended, degree/major

#### Employment History:

Gather the following info for all employers in the last 10 years. Begin with most recent, then work backwards.

- Company name, address and phone #
- Name of Supervisor
- Dates of employment
- Pay Rate (\$ per hour, week, month or year)
- Title/Position held
- Description of duties and accomplishments. Be concise, space will be limited.
- Dates for leaving

#### Extras:

Include things like:

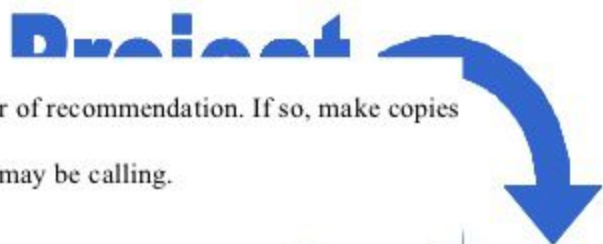
- Special skills
- Computer knowledge & experience
- Certifications/Awards
- Volunteer

#### References:

Name, address & phone of each.

If possible, ask a reference if they would write a letter of recommendation. If so, make copies for your files and future job searches.

\*References should be aware prospective employers may be calling.



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