

PERSONAL FACT SHEET

Name _____
Last First Middle Initial

Address _____
Street City State Zip

Telephone _____ Social Security _____

EDUCATION:

Name	Location	Dates Attended	Graduated Yes	No
Elementary _____			O	O
Middle or Jr. _____			O	O
High _____			O	O
College _____			O	O

WORK EXPERIENCE:

Employer: _____ Supervisor: _____

Address: _____ Telephone: _____

Job Duties: _____

Dates of Employment: From _____ To _____ Final Pay (mo. hr.) _____

WORK EXPERIENCE:

Employer: _____ Supervisor: _____

Address: _____ Telephone: _____

Job Duties: _____

Dates of Employment: From _____ To _____ Final Pay (mo. hr.) _____

WORK EXPERIENCE:

Employer: _____ Supervisor: _____

Address: _____ Telephone: _____

Job Duties: _____

Dates of Employment: From _____ To _____ Final Pay (mo. hr.) _____

SPECIAL SKILLS:

HOBBIES/EXTRACURRICULAR ACTIVITIES:

REFERENCES: (list 3)

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

INSTRUCTION SHEET

1. **Name and Address:** Print your last name first, very neatly. Be sure to include your zip code.
2. **Telephone Number:** Remember your area code also.
3. **Education:** If you attended more than one middle school, list the last one you attended. For high school use one you are attending now or where you expect to graduate. Remember to list the address.
4. **Work Experience:** Remember to start with your current job first. If you have never worked, list the volunteer jobs you have done or any baby-sitting, helping with church activities, etc.
5. **Special Skills:** Here is a chance to brag about yourself. This isn't time to be modest. Please be truthful. Do you play a musical instrument, sing, dance, or write poetry? Do you help repair broken things around the house? Many times people are not aware of these talents as skills.
6. **Hobbies:** Listing your hobbies is helpful to an employer. It gives them some insight on how you like to spend your free time.
7. **Extracurricular:** Name the sports, clubs, band, academic honors and other things you have done.
8. **References:** Here you need at least three people's names, addresses, and phone numbers. Be sure to ask the people BEFORE you give their names. Do not use relatives as references. You might wish to use a separate sheet for references.

Rubric

Student:

Directions: After peer editing and receiving additional feedback from your teacher, create a final copy of your cover letter and resume. If you use a word processor, print out the final copies and attach them to this rubric. If you are completing them using pen and paper, attach both copies to this rubric.

3 = an excellent job with no errors (Super!! first impression)

2 = an OK job but information is incomplete or has errors (Neutral first impression)

1 = unacceptable and must be redone (Let's start over!! First impression)

Cover letter:

____ Cover letter contains a positive introduction.

____ Cover letter states reason for resume.

____ Cover letter includes a signature and also a printed version of name.

____ Cover letter is written in language appropriate for a business resume. (contains complete sentences, no misspellings, slang or inappropriate phrases for a business.)

Resume

____ Resume is completely filled out.

____ Resume includes education and work experience accurately.

____ Resume shows includes hobbies and special skills.

____ Resume lists references with complete information.

____ Resume is written in a manner that is appropriate to use. (no cross-outs, errors, misspellings, etc.)

