

JOB OBJECTIVE WORKSHEET



The questions below can help you determine what your job objectives should state: what type of employment you are seeking; what you can offer the company; where you want to go with this position.

Answer these questions, and write a job objective based on your answers.

What kind of job would I like to have? Three choices would be:

Job 1 _____

Job 2 _____

Job 3 _____

What qualifications do I have for the jobs I listed above?

Job 1 _____

Job 2 _____

Job 3 _____

What can I do to be better qualified for these jobs?

Job 1 _____

Job 2 _____

Job 3 _____

What are my future goals in these positions?

Job 1 _____

Job 2 _____

Job 3 _____

EDUCATION WORKSHEET



Use your answers to the following questions to compile information for Education Data on your résumé.

List courses you have taken in high school, vocational school, and college.

Which of these courses have helped you prepare for the position you want?

In which of these courses have you excelled?

COVER LETTER WORKSHEET



Answering the questions below will help you decide what information should be included in a cover letter.

What do I want from this company?

What can I offer this company?

What experience do I have that will qualify me for this position?

Practice Activity

Choose advertisements from your local paper for three different positions you would like to have. Write a cover letter for each of these positions. Have a friend or classmate critique your letters for clarity, conciseness, and positive wording. Ask them how your letters can be improved.

DAY 1

APPLICATION FOR EMPLOYMENT

Please PRINT in ink and complete ALL information.

Name _____ Date _____
 Current Address _____ Phone _____
 City _____ State _____ Zip _____ How long? _____
 Previous Address _____
 Social Security Number _____ U.S. Citizen ___ Yes ___ No
 Type of Work Desired _____ Date you can start _____

EXPERIENCE

Company Name/Address	Dates	Type of Business	Duties	Salary	Reason for Leaving
	From To				
	From To				
	From To				
	From To				

EDUCATION

School Name/Address	Major Subjects	Graduated	G.P.A.	Degree
		Yes ___ No ___		
		Yes ___ No ___		
		Yes ___ No ___		

ACTIVITIES

School Activities (Indicate high school or college) _____

Professional Activities _____

Do you have any relatives or friends employed at his company at present? _____

If yes, give name, relationship, and division of employment _____

Have you ever worked for this company or any of its subsidiaries? _____

If yes, give date and name/location of division last worked _____

NOTE: Before signing the following statement, please review this application to make certain that you have answered all the questions that apply to you.

I declare that this application presents, to the best of my knowledge, an accurate statement of facts, and I have no objection to the company's conducting such investigation of these facts as it may deem advisable. This authorization shall be valid for one year from this date.

Applicant's signature _____ Date _____

Name:

Tagline:

Email:

Cell:

Street Address:

City, State Zip:

Summary

Title:

Description:

Years Worked:

Work History

Title:

Description:

Years Worked:

Year Award Name

Awards

Skills

Education

Name of School:

Years Attended:

