# **EDUCATION**

Name of High School or Alternative School attended: (in a script-like font) Belmont High School.

Which did you earn? Diploma, Certificate, GED: (in a script-like font) in progress.

Number of Years Attended:

Year of Graduation:

Name of Trade school or College attended:

Major or course of study:

Which did you earn? Diploma, Certificate, Degree?:

Number of years attended:

Year of Graduation:

Other Education or Training:

# **WORK HISTORY**

Job Title: (in a script-like font) Parts Clerk

Employer: (in a script-like font) Parts R Us

Supervisor: (in a script-like font) Mr. Toole

Dates from: (in a script-like font) 02/20, to: (in a script-like font) Present

Reason for leaving:

Job Title: (in a script-like font) Lawn Mower

Employer: (in a script-like font) Self-employed

Supervisor: (in a script-like font) Self

Dates from: (in a script-like font) 05/07 to (in a script-like font) Present

Reason for leaving: (in a script-like font) Seasonal

Job Title:

Employer:

Supervisor:

Dates from month/year to month/year:

Reason for leaving:

# **REFERENCES**

Name: (in a script-like font) Coach Boudreaux

Title: (in a script-like font) Coach/English Teacher

Phone: (in a script-like font) 555.972-3725

Name: (in a script-like font) Mr. Anderson

Title: (in a script-like font) Neighbor

Phone: (in a script-like font) 555. 972-9720

Name: (in a script-like font) Mrs. Johnson

Title: (in a script-like font) Neighbor

Phone: (in a script-like font) 555. 972- 3426

# **TIPS**

Carry this information sheet with you when you apply for a job.

When using someone as a reference, always ask them first.

Double-check your spelling on your application. Ask another person to proofread it for you.