

Worksheet # 3

Employment Details

Complete one worksheet for each position listed on Worksheet 2

Position:

Employer/Agency:

Location (City/State):

Employment Type (FT/PT/Career/Details/Temp):

Supervisor:

Dates of Employment (MM/YYYY – MM/YYYY):

SECTION B: General Job Description

My Job Exists to:

SECTION C: Job Tasks / Actions

Daily:

Weekly:

Occasionally / Teams / Special Projects:

SECTION D: Skills Acquired and Used

Hard Skills:

Soft Skills:

Best At / Strong Suit:

SECTION E: Role-Specific Training, Certifications, and Education

(Include dates and training locations)

SECTION F: Accomplishments

I am most proud of:

I have had significant success with:
