

Module 8: Tools for Survival

Topic 4 Content: Personal Data Sheet

PERSONAL INFORMATION

Name (last, first, middle) _____

Address (no. & street) _____

(city, state, ZIP) _____

Telephone _____ Email Address _____

Career Objective _____

EDUCATIONAL BACKGROUND (most recent first)

School Name _____ From _____ To _____

Address (no. & street) _____

(city, state, ZIP) _____

Major Area of Study _____ Diploma/Degree _____

School Name _____ From _____ To _____

Address (no. & street) _____

(city, state, ZIP) _____

Major Area of Study _____ Diploma/Degree _____

WORK EXPERIENCE (most recent first)

Company Name _____ From _____ To _____

Address (no. & street) _____

(city, state, ZIP) _____

Telephone _____ Position _____

Duties _____

Reason for Leaving _____

Supervisor _____ Starting/Ending Wages _____

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Company Name _____ From _____ To _____

Address (no. & street) _____

(city, state, ZIP) _____

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Telephone _____ Position _____

Duties _____

Reason for Leaving _____

Supervisor _____ Starting/Ending Wages _____

EXTRACURRICULAR ACTIVITIES (clubs, sports, hobbies, etc.)

SPECIAL SKILLS, HONORS, AWARDS (typing speed, machines you can operate, languages you are fluent in)

REFERENCES (with permission)

Name _____ Title/Occupation _____

Address (no. & street) _____
(city, state, ZIP) _____

Telephone _____

Name _____ Title/Occupation _____

Address (no. & street) _____
(city, state, ZIP) _____

Telephone _____

Name _____ Title/Occupation _____

Address (no. & street) _____
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Telephone _____