

Work History Worksheet

Use this worksheet to help you organize information about your work or volunteer experiences:

Work or volunteer position (what was your job title called?) _____

Name of the company you worked for: _____

City and state of company: _____

How long did you work there? *(examples: January – May, 2011; December, 2011 – current; 2011-2012)* _____

Describe the three most important duties you had at this job:

1. _____
2. _____
3. _____

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