

Your Name _____

Advisor _____

Resume Enrichment- Past Employment and Community Service Experiences

1. Have you ever held a paid employment position? (Please circle one) Yes No

If yes, where and what were your responsibilities?

Employer	Employer Description (Type of company, service etc.)	Dates of your employment	Job Title	Your responsibilities

2. Have you done volunteer work and/or community service? (Please circle one) Yes No

If yes, where and what were your responsibilities?

Agency/Company	Purpose of agency/company/service provider	Dates of your volunteer service	Volunteer job Title	Your responsibilities

3. What special skills and strengths do you have?

Computer hardware/software	Languages	Academic strengths	Social	Work habits /organizational	Other

4. What career aspirations do you have?

5. What do you think would help a person get an opportunity to succeed in above-mentioned career(s)?
(Education, skills, work habits, personality traits, experiences etcetera)

HW: Word process your “Internship” resume in bring it to class next week.