

Career Awareness Personal Fact Sheet*

Adapted from Explore Careers... Create a Personal Fact Sheet from Writing to Work, page 122

Name _____

Date _____

The completed Personal Fact Sheet is to be included in the Personal Student Career Awareness Portfolio

Whether you are applying for a job, creating a resume or applying for admission to college or training, it is useful to have a record of your personal information. It will ensure that you will remember the information and that your application will be complete. It will save you time. You do not need to record your social security number on your fact sheet. However, you do need to memorize it. Update your personal fact sheet as necessary.

Complete the Personal Information Form. It is not part of your COA 2 portfolio, but will be used to complete the application form and will be useful when you apply for a job.

Personal Information

Home Address	
Home Phone Number	
Cell Phone Number	
Email	

Educational Background

Employers may ask for proof of your educational experiences. You will need original copies of transcripts.

	Name of School	Dates of Attendance	Highest Grade/Level Completed	Credential Earned
High School		From To		
College		From To		
Other		From To		

Work Experience

Include information regarding your military service with dates and a description of your duties.

Dates	Position(s) Held	Organization Name Address/Phone Number	Monthly Pay	Supervisor's Name and Phone Number
From To				
From To				
From To				
From To				

Training Programs

Along with your Personal Fact Sheet, keep copies of any certificates that you have received.

Title of Conference/Workshop/Training	Dates of Attendance	Number of Hours	Certificate Earned
	From To		
	From To		
	From To		
	From To		

Other Information

Include all volunteer work, clubs and organizations that you belong to and any special skills that you have.

Special Skills/Hobbies:
Club/Organization Membership:

References

Always ask the persons that you are listing as references for permission to use their names.

Name	Address	Phone