

Employment History

KEEPING TRACK OF YOUR EMPLOYMENT HISTORY

Tracking your employment history will make it easier when applying for future positions, developing a resume, and/or preparing for interviews. Take notes summarizing what you did, what skills were required to be successful, and challenges you needed to overcome, any promotions, any accomplishments you had on the job, etc. Also, be sure to note what you enjoyed about that position and what you did not enjoy, this will help you identify your work values.

WHAT SHOULD I INCLUDE?

- Dates of Employment
- Job Title
- Copy of the job description (if you still have one)
- List of job duties (provide details-quantify information whenever possible)
- Name and current contact information of your supervisor
- Information about any promotions, awards, honors, or other accomplishments
- Skills
- Things you learned from this job

SAMPLE EMPLOYMENT HISTORY TEMPLATE

Name of Employer (include address)	
Job Title	
Dates of Employment	
Supervisor Name and Contact Information (phone number, address, email)	Would I be comfortable using this person as a professional reference? Yes/No

<p>Primary Job Duties</p>	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
<p>Skills required for this job</p>	
<p>List any promotions, large projects you completed, challenges, special opportunities, etc (<i>Important accomplishments you want to remember that may be resume worthy</i>)</p>	
<p>Describe the work environment.</p>	
<p>Why did you leave this position?</p>	
<p>What did you like about this job? What did you dislike?</p>	

Taking the time to outline your employment history now, will save you time when you are applying for a position later. You can outline any position you have held-paid or unpaid!