



# Fact Sheet

If you don't currently have a resume, you can use this fact sheet to record all of the locations, dates and other information related to your past jobs to help you create a resume and prepare to fill out job applications. Use as many copies of the fact sheet as you need to record all of your work history.

Here is an example of how to fill out this fact sheet:

<b>Business Name:</b>	Your Beautiful Home Inc.	<b>When did you work here?</b>	12/12/2010 - 2/15/2012		
<b>Address:</b>	247 Main Street	<b>City:</b>	Kingston	<b>State:</b>	NY
<b>Supervisor:</b>	Natalie Ortiz	<b>Phone #:</b>	845-555-5555		
<b>Job Title:</b>	Cashier				
<b>List all of tasks you did at this job:</b>	Helped customers with purchasing home items Rang up customer orders and bagged items Completed special orders for items to be shipped directly to customer				

<b>Business Name:</b>	_____	<b>When did you work here?</b>	_____		
<b>Address:</b>	_____	<b>City:</b>	_____	<b>State:</b>	_____
<b>Supervisor:</b>	_____	<b>Phone #:</b>	_____		
<b>Job Title:</b>	_____				
<b>List all of tasks you did at this job:</b>	_____				

<b>Business Name:</b>	_____	<b>When did you work here?</b>	_____		
<b>Address:</b>	_____	<b>City:</b>	_____	<b>State:</b>	_____
<b>Supervisor:</b>	_____	<b>Phone #:</b>	_____		
<b>Job Title:</b>	_____				
<b>List all of tasks you did at this job:</b>	_____				

<b>Business Name:</b>	_____	<b>When did you work here?</b>	_____		
<b>Address:</b>	_____	<b>City:</b>	_____	<b>State:</b>	_____
<b>Supervisor:</b>	_____	<b>Phone #:</b>	_____		
<b>Job Title:</b>	_____				
<b>List all of tasks you did at this job:</b>	_____				

**Business Name:** \_\_\_\_\_ **When did you work here?** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_  
**Supervisor:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_  
**List all of tasks you did at this job:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_ **When did you work here?** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_  
**Supervisor:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_  
**List all of tasks you did at this job:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_ **When did you work here?** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_  
**Supervisor:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_  
**List all of tasks you did at this job:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_ **When did you work here?** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_  
**Supervisor:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_  
**List all of tasks you did at this job:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_ **When did you work here?** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_  
**Supervisor:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_  
**List all of tasks you did at this job:** \_\_\_\_\_