

Employment History – Working Document

Purpose: To give you one document where you can record your entire work history and all relevant information. To give you a base document from which you can customize your resumes.

Creating an “Employment History – Working Document” has several advantages:

1. It is a neat, organized place to keep all pertinent information regarding your entire employment history.
2. You are not limited in what you put on it.
3. You are not limited by length the way resumes do.
4. You can organize it to serve your purposes, but chronological format would be good.
5. It can (and should be) a private document where you can list everything you need to remember.
 - a. If you want a version to share, then consider creating the Curriculum Vitae instead.
6. It can be used for several things:
 - a. Customizing your resume without losing details
 - b. For reference when:
 - i. Filling out job applications
 - ii. Applying for graduate school, financial aid or scholarships, etc.
 - iii. Doing taxes, loan applications, or other financial records.
 - iv. Applying for a place to live (*or anything where they want to know your work history*).

How is this document different from a resume? Resumes today need to be carefully crafted to address only the prospective employer’s needs. This means when you tailor your resume to one job, you can potentially leave important, but not relevant information off.

This document would be closer to a “Curriculum Vitae” than to a resume. CV’s are documents frequently used in education and medicine and do chronicle your whole professional career.

The following pages are a template to help you layout your own “Employment History - Working Document.”

Your Full Name
Address
Phone
Email
Website(s) (if any)

OBJECTIVE: What are you looking for?

(Note: Objectives are generally considered to be an obsolete and unnecessary item to include in your resume, but knowing your objective will help you to target your resume.)

EDUCATION:

List your formal education (after high school) in reverse-chronological order: Most recent first

Entry #1: **[Degree Title]** **[Date conferred]** [Write 'In Progress' if not Conferred]
Official Name of the College/University (dates attended)
Full address including zip code
Advisor: (Name, title)
Advisor Contact Number/ Contact email address

Entry #2: **[Degree Title]** **[Date conferred]** [Write 'In Progress' if not Conferred]
Official Name of the College/University (dates attended)
Full address including zip code
Advisor: (Name, title)
Advisor Contact Number/ Contact email address

Continue list as appropriate

EXPERIENCE:

First List: Positions Relevant to Objective

List your work experience in reverse-chronological order: Most recent first

Entry #1: **[Employer Company Name]** **[Department/Division Name]** (Most Recent)

Full address including state and zip code
Supervisor: (Name, title)
Supervisor Contact Number/ Contact email address
[Title (dates: From – To)]

If you teach, list courses taught.

Quantifiable Accomplishments: List what you accomplished using numbers that show what you can do.

Example: “Reorganized ordering system, saving the company 20 percent annually in operating expenses.”

Entry #2: **Employer Company Name** [**Department Name** (*2nd Most Recent*)

Full address including state and zip code

Supervisor: (Name, title)

Supervisor Contact Number/ Contact email address

[Underline] Title (dates: From – To) [Underline]

Quantifiable Accomplishments: List what you accomplished using numbers that show what you can do.

Continue list as appropriate. Be sure to list **relevant** volunteer experience, but be sure to indicate that it was a volunteer position.

Second List: Positions Not Relevant to Objective

List your work experience in reverse-chronological order: Most recent first

Entry #1: **Employer Company Name** [**Department/Division Name** (*Most Recent*)

Official Name of the College/University (dates attended)

Full address including zip code

Supervisor: (Name, title)

Supervisor Contact Number/ Contact email address

[Underline] Title (dates: From – To) [Underline]

Quantifiable Accomplishments: List what you accomplished using numbers that show what you can do.

Entry #2: **Employer Company Name** [**Department/Division Name** (*2nd Most Recent*)

Official Name of the College/University (dates attended)

Full address including zip code

Supervisor: (Name, title)

Supervisor Contact Number/ Contact email address

[Underline] Title (dates: From – To) [Underline]

Quantifiable Accomplishments: List what you accomplished using numbers that show what you can do.

Continue list as appropriate

COMPUTER SKILLS:

List all computer hardware/software systems you are skilled at using:

Examples:

- Microsoft Office: Word, Excel, PowerPoint, Access
- PeopleSoft
- Internet, Social networking, etc.

OTHER SKILLS:

List all other skills you possess (*Specify where appropriate*)

Examples:

- Bi-lingual: English/Spanish – Speak, Read, Write
- Type 50 WPM, Ten-key by touch
- Publicity
- Event Planning
- Administration (Receptionist, bookkeeping, customer service)
- Machine Operations: (Forklift, printing press)
- Construction: (Plumbing, Electrical, Drywall)

CERTIFICATIONS/LICENSES HELD:

List all certifications/licenses/ credentials you hold (*Specify where appropriate*)

Examples:

- Certified Online Instructor – (*Date received*)
- CBEST (*Date received*)
- Licensed Electrician (*Date received*)
- Certified Spanish Translator

PROFESSIONAL DEVELOPMENT:

List all professional development activities you completed (*Include name of instruction organization and dates attended*)

ABC Training Company

- Classroom Assessment: Introductory Seminar – (10 – 11 / 2010)
- Managing Challenging Situations – (10/23/2009)
- Student Learning Outcomes Workshop – (9/27/2009)

PUBLICATIONS:

List any professional documents you have had published. (*Be sure to format according to appropriate industry standard such as APA, MLA, etc.*)

Smith, J.J. (2003, Spring). Career Choices, Career Journal, pp. 16-17.

PROFESSIONAL AFFILIATIONS:

List any professional associations you have had memberships with. Include dates.

Examples:

American Counseling Association (ACA): 2011 – Present

California Teachers Association (CTA): 2006 – Present

Public Relations Student Society of America (PRSSA) 1997 – 1999

Secretary 1998-1999 – Local School Chapter

REFERENCES:

List your professional references (between 3 to 6) in alphabetical order:

Entry #1: **FirstName LastName** **Official Title**

Official Name of his/her employer (*Indicate if self-employed*)

Full address including zip code

Contact Number/ Contact email address

Entry #2: **FirstName LastName** **Official Title**

Official Name of his/her employer (*Indicate if self-employed*)

Full address including zip code

Contact Number/ Contact email address

Continue list as appropriate