

Career History Worksheet - Complete this set of questions for your complete career history. Begin a new worksheet for each unique assignment within each employer.

- 1.** Name of employer or organization & contact information

- 2.** Employment dates – complete in MM/YY format (01/07 – 11/13 etc.)

- 3.** Review company website – doing so will help you to knowledgeably discuss the company

- 4.** Job title – include all job titles for this employer with dates for each position held

- 5.** Name(s) and job title(s) of the person (or people) to whom you reported

- 6.** Major duties or responsibilities for each position at this employer

- 7.** Accomplishments - list at least three measureable successes - for each position at this employer

- 8.** What you liked about the job

- 9.** What you disliked about the job

- 10.** What you learned, skills acquired, core competencies developed

- 11.** Reason for leaving