

Job Application & Resume Preparation Worksheet

Name of Person Applying: _____

Phone Number: _____

Address: _____

Email Address: _____

Education (put name of school, degrees, classes taken, etc.)

Work Experience

(List previous jobs, internships, or volunteer positions)

Hard Skills (depends on job)

Typing _____ wpm

Google Suite (Docs, Sheets, Slides, Drive, etc.)

Microsoft Office (Word, Excel, PowerPoint)

Other:

Soft Skills

Communication / People Skills

Customer Service

Time Management

Teamwork

Other:

Languages Spoken (Check all that apply)

- English
 - Spanish
 - French
 - Portuguese
 - Other: _____
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Honors or Awards

Volunteer Experience

References

(List 2–3 people who can speak about your work ethic, skills, or character.)

Person 1

Name: _____
Title/Position: _____
Phone Number: _____
Email Address: _____

Person 2

Name: _____
Title/Position: _____
Phone Number: _____
Email Address: _____

Person 3

Name: _____
Title/Position: _____
Phone Number: _____
Email Address: _____

Cover Letter Section

1. Why do you want this specific position?

2. What skills do you have that make you the best candidate?

3. Describe any language skills that might help you in this job.

4. Do you have any past work or volunteer experience related to this position?
