

“Application Practice”

Lesson I PERSONAL DATA:

Name_____

Address_____

Phone_____

EDUCATION: Names of School Attended

1) _____G.P.A._____Graduation Date_____

2) _____G.P.A._____;Graduation Date_____

Important Classes:

ACTIVITIES & AWARDS: (Extra-curriculum activities, sports, recreation, hobbies, clubs, offices, honor roll, etc.)

EMPLOYMENT EXPERIENCE: (Include paid and volunteer work, community service, etc.) List most recent employment first: **Job Title, Employers Name and Address, Dates of Employment , Job Description**

SPECIAL SKILLS: (May include people skills, computer, artistic, writing, athletic, etc. Explain.)**PERSONALITY TRAITS:**

REFERENCES: (Name, Address & Phone number of two people who have known you for at least a year. Can be employers, teachers, and coaches.) Try not to list friends or relatives

1).

2).
