

# Job Application Cheat Sheet

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Most job applications ask for the same key details. Use this worksheet to gather and update your information so you're always prepared when applying for jobs. Keep it handy as a quick reference to make the application process easier!

Basic Contact Information	
Full Name (first, middle, last)	
Address (house number, street, city, state, zip code)	
Phone Number	
Email Address	

Education			
	High School	Post-Secondary Education (College, Trade School, etc.)	Other Certificate(s) or Training(s)
School Name			
Major			
GPA			
Graduation Date			
Or Expected Graduation Date			

Work/Volunteer Experience #1	
Name of Company/ Business	
Job Position	
Employment Dates	
Supervisor's Name	
Address	
Main Job Responsibilities	

Work/Volunteer Experience #2	
Name of Company/ Business	
Job Position	
Employment Dates	
Supervisor's Name	
Address	
Main Job Responsibilities	

Work/Volunteer Experience #3	
Name of Company/ Business	
Job Position	
Employment Dates	
Supervisor's Name	
Address	
Main Job Responsibilities	

Reference #1	
Full Name	
Relationship	
Year You Met	
Phone Number	
Email Address	

Reference #2	
Full Name	
Relationship	
Year You Met	
Phone Number	
Email Address	

Reference #3	
Full Name	
Relationship	
Year You Met	
Phone Number	
Email Address	

Notes