

EMPLOYMENT AND VOLUNTEER HISTORY

Employer:	Job Title(s):	Dates:
Identify the knowledge you needed for success in the position (e.g. facts, theory, concepts, procedures, rules, credentials).		
List the skills you demonstrated while in this position (e.g. action, performance observed or measured).		
List the abilities that allowed you to be successful in this position (e.g. natural abilities or talents).		
List the attributes that allowed you to work successfully in this position (e.g. personality traits, characteristics, attitudes, interests, temperament and values).		
Describe the positive feedback you received from your employer/supervisor, peers, customers or clients (e.g. performance appraisals, thank you emails, awards).		
List any measurable results (e.g. % of sales, # of staff, % of cost savings, # of years, # of clients, budgets).		
Describe your key accomplishments achieved while in this position		