



RESUME & JOB APPLICATION CHEAT SHEET

○ Your Information

- Name: _____
- Birthdate: _____
- Best Contact Phone Number: _____
- Best Contact Email Address: _____
- School Name: _____
- School Address: _____

○ Employment / Volunteer History (most recent first)

- Company Name: _____
- Company Address: _____
- Company Phone Number: _____
- Dates of Employment/Volunteering: _____

○ Employment / Volunteer History

- Company Name: _____
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○ Employment / Volunteer History

- Company Name: _____
- Company Address: _____
- Company Phone Number: _____
- Dates of Employment/Volunteering: _____

○ Reference

- Name: _____
- Best Contact (email address or phone number): _____
- How do you know this person: _____
- How long have you known this person: _____



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○ Reference

- Name: _____
- Best Contact (email address or phone number): _____
- How do you know this person: _____
- How long have you known this person: _____

○ Reference

- Name: _____
- Best Contact (email address or phone number): _____
- How do you know this person: _____
- How long have you known this person: _____

○ My Skills

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

○ Job Application Check List

Did I read the job application thoroughly?

Do I meet the necessary/minimum requirements?

Am I applying within the job application window?

Do I have the necessary documentation to apply to a job as a minor?

Minor Work Permit

Resume

Job Application Cheat Sheet