



Career Development

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Office and Career Library: Belk 217

Work Experience Worksheet: Use the following questions to job your memory on work experiences. Be sure to complete all of the following questions for any relevant volunteer, student leadership, and/or internship (paid, unpaid, or for credit) experiences.

- 1. Title of position: _____
- Name of employer: _____
- Name of supervisor: _____
- How to contact him or her: _____

2. What were my specific duties? (*Use action words-managed, taught, produced, assisted; come up with at least 3 items*)

3. What equipment or materials did I use? (*Software packages, audiovisual equipment, kayaks*)

4. What skills did I learn? (*Getting along with co-workers, active listening, dependability, punctuality*)

5. How many people did I work with? _____

How many people did I supervise? _____

6. What on-the-job training did I receive? (*First-aid, memo writing, stress management*)

7. What improvements, changes did I initiate? (*trained staff, installed low ropes element*)

8. What honors or promotions did I receive? (*Employee of the month, 10% raise*)
