

**Work History ( )**

Employer: \_\_\_\_\_ Start Date (mm-yy): \_\_\_\_\_ End Date (mm-yy): \_\_\_\_\_

Location: \_\_\_\_\_ Type of business: \_\_\_\_\_

Title: \_\_\_\_\_ Starting salary: \_\_\_\_\_ Ending salary: \_\_\_\_\_

Expectations of the position: \_\_\_\_\_

Responsibilities / Accountabilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Successes / Accomplishments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Major Challenges: \_\_\_\_\_

\_\_\_\_\_

Mistakes: \_\_\_\_\_

\_\_\_\_\_

Most Enjoyable (part of the job): \_\_\_\_\_

\_\_\_\_\_

Least Enjoyable (part of the job): \_\_\_\_\_

\_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

\_\_\_\_\_

Supervisors Name & Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Permission to contact? Yes / No

Your Appraisal of Supervisor Strengths:

\_\_\_\_\_  
\_\_\_\_\_

Areas for possible improvement:

\_\_\_\_\_  
\_\_\_\_\_

Best guess as to what the supervisor felt were your best: Strengths:

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