

For more info contact:  
Roberta White, 708.445.2727  
[rwhite@oakparktownship.org](mailto:rwhite@oakparktownship.org)



## DEVELOPING YOUR WORK HISTORY

### STEP 1: Check the box if you have ever:

Babysat for neighbors or family

Provided pet sitting services

Worked at a family business

Circle the type: Construction

Office

Spa/Salon

Store

Other:

Did yard work or other outdoor chores

Coached younger kids or assisted in a recreation activity with kids

Volunteered at an organization

Where at? Circle:

PADS

Church

Other Community Organization

Other work-related activities:

### STEP 2: TIMELINE

**When did you do the above activities? Was it one-time or ongoing? List the most recent first.**

You'll need: 1. Name of the business, plus the town and state 2. The date in a month and year format, for example – June, 2011; Your title & a description of what you did. We did the first one to show you how to complete this section:

EXAMPLE: #1 ACTIVITY ***Childcare services, Summers, 2009 - present***

Supervised small children ages 3 and 6

Provided meals and activities

Kept children safe and occupied while their parents were out

*FYI: Refer to your Transferrable Skills chart so you can identify your skills and tasks if you're not sure*

YOUR TURN! #2 ACTIVITY

#3 ACTIVITY

**STEP 3: ADDITIONAL SKILLS**

Check the boxes if you have any of the skills listed below

Computer software, like Word or Excel	
CPR certification	
Lifeguard certification	
Childcare certification (available at the Park District)	
Coaching skills	
Tutoring skills	
Landscaping skills	
Construction skills	
Other: please describe	

**STEP 4: WHO ARE YOU?**

Check three adjectives about yourself you can use to create an objective, which you can use on your resume. Be sure you can provide examples to show how you fit the description:

Year in school	Reliable	Mature	Friendly
Customer-oriented	Detail-oriented	Organized	Self-motivated

**STEP 5: REFERENCES**

List three people, who are adults not related to you who you've known for over one year, and can talk about all of your positive qualities to a potential employer. You'll need their full names, cell number and/or home number and email address. Be sure you ask for their permission to list them as a reference.

- |          |         |        |
|----------|---------|--------|
| 1. Name: | Cell #: | Email: |
| 2. Name: | Cell #: | Email: |
| 3. Name: | Cell #: | Email: |

**Congrats! With all this info, you're all set to start filling out a Resume!**