

WRITING A FACT SHEET

Summarizing your work experience, skills and personal characteristics on a Fact Sheet can be very helpful to you during your job search. You can show it to possible employers, or use it to complete job application forms. If you prepare a Fact Sheet, remember to observe the following guidelines when you write it.

- *Begin by listing your name, address and telephone number.*
- *Next, state your years of experience, areas of knowledge, special skills and personal characteristics.*
- *Summarize your work experience by listing your most recent job first. Give the total years you worked for the company or organization, the name of the company or organization, your job title, the specific duties you performed and any specific results you achieved on the job.*
- *Next summarize your education.*
- *Then list any on-the-job training you received.*
- *Give the names of any clubs or organizations to which you belong if they support your job objective.*
- *Avoid the use of "I"; begin the sentences on your Fact Sheet with action words.*
- *Use abbreviations rarely.*
- *Try to limit your Fact Sheet to one page.*
- *Don't list your age, marital status, health or number of children.*
- *Leave out references. You can supply them in an interview.*
- *Start with a rough draft and expect to rewrite it to make it a top-notch Fact Sheet.*
- *Type your Fact Sheet.*
- *Proofread your final draft with someone else to make sure there are no spelling errors and no gaps in your work experience.*