Introduction to Careers in Hospitality and Tourism

Unit 12 – Employment Skills

**Instructional Activity 4**

**Employment and Experiences Worksheet**

**Make a list of any work you have done or jobs that you have held – including jobs that YOU CREATED.**

Reverse chronological Order: List your most recent work first, and then earlier work.

Include the job titles, description with action verbs, name of the organization, city, state, and dates of employment.

Here are some Examples:

Cook, Cashier **Taco Bell** March 2011- Present

* Prepared food for 1000’s of customer daily
* Greeted guests, took food orders, and served customers
* Managed the cash register sales

**OR**

**Self-Employed** April 2012 - Present

Scheduled lawn care for several homes

**Gentry Middle School Volunteer**  August 2011 – May 2012

Tutor 9th graders in Math for A+ program

**Central Missouri Humane Society** Summer 2012

Provided animal care

Maintained a concise feeding regiment

Cleaned animals’ cages

Include all work experience, even if it was short term or unpaid.

At this stage of your career, include ALL jobs even if they are not related to your current job objective, because they help create a picture of reliability and willingness to work.

Include all jobs even if your parents were the “employer” and even if you did not get paid for the work.

Include any work and odd-jobs you did on your own as an ‘entrepreneur” and list YOURSELF as the employer (“Self-Employed”)

My Employment and Experiences History

Company Name Month/Years City/State Position Held