	Starting Date month / day / year	Ending Date month / day / year	Employer/Company Name and address **(city and state are required)**	
☐ Paid Work ☐ Volunteer (letter of proof needed)		Hours per Week	Name & Title of Immediate Supervisor	Telephone Number
Title of Position Held			Reason for Leaving	

<u>Describe job duties & include details such as</u>: people or project supervision, languages programmed, computer software used, equipment & tools used, guidelines followed, decisions made, reports completed, types of communications, customer service specifics, age groups served, industries worked in & other details that will provide for a clear understanding of your job. (DO NOT use pre-printed job descriptions.)

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