

Personal Data Sheet

Name _____

Address _____

Phone Number _____ E-Mail Address _____

Education

High School Attended _____ Year _____

GPA _____

Relevant Subjects Studied in School

Skills (Computer, Office, Automobile, Lawn Care, etc.)

Experience (Paid or Volunteer)

Employer Name _____ Phone _____

City _____ Dates _____

Responsibilities _____

References

Name _____

Name _____

Phone _____

Phone _____

Relationship _____

Relationship _____

Maria Lopez
11618 Foster Rd.
Norwalk, CA 90650
(562)863-9337
Mlopez@yahoo.com

OBJECTIVE: To obtain an entry-level clerical position.

EDUCATION: Norwalk High School, Norwalk, CA
September 2008 to Present
Expected Graduation Date: June 2012
Grade Point Average: 3.25

Relevant Courses

- Computer Business Application
- Accounting
- Language Arts
- Algebra

SKILLS: Microsoft Word
Microsoft Excel
Microsoft Power Point
Bilingual (English/Spanish)

EXPERIENCES: Child-Care Worker, Norwalk, CA
June 2007 to Present
Care for children ranging in age from 6-12
Responsibilities:

- Providing meals
- Maintaining clean environment
- Supervise homework
- Settle disputes

REFERENCES: Mrs. Kim Perry, Norwalk High School Teacher
11356 E. Leffingwell Rd.
Norwalk, CA 90650
(562)868-0431 ext. 4556

Mrs. Judy Jones, Former Employer
6258 Valley Way
Norwalk, CA 90560
(562)865-5697

1234 Hire Me Drive
Anytown, USA 12345

April 2, 2008

E.M Ployment
Director of Recruiting
CompanyCo
567 E. Opportunity Way
Jobsville, USA 34567

Dear Mr. Ployment:

I am responding to the employment opportunity listed in your Web site. Please accept this letter and accompanying resume as evidence of my interest in applying for the (position title) at (company name).

I have the following experience (add experience here) which makes me uniquely qualified for this position.

I would appreciate the opportunity to meet with you and discuss how my skills would meet the needs of your company. Attached is my resume for your consideration. I look forward to hearing from you.

Sincerely,

Your Name