

Fact Sheet

NAME: John Doe

EDUCATION	Name & Location of School	Last Year Completed	Graduate? Yes or No	Subject(s) Studied and Degree(s) Received
Grammar School	Missouri Valley Middle School, Missouri Valley, IA	8 th	Yes	Basic core classes
High School	Missouri Valley High School, Missouri Valley, IA	10 th	Will in May 2007	Basic core classes, accounting, chemistry, business classes
College	NA	NA	NA	NA
Trade, Business or Correspondence School	NA	NA	NA	NA

Activities: Basketball, Baseball, Key Club, National Honor Society (Secretary), Fellowship of Christian Athletes, Magnolia Hillbillies (4-H group)

FORMER EMPLOYERS – most recent one first

Date: Month & Year	Name & Address of Employer	Salary	Position	Reason for Leaving
FROM: 1/03 TO: Present	McDonald's 100 Willow Road Missouri Valley, IA 51555	\$5.35/hour	Cashier / Cook	Still presently employed
FROM: 1/01 TO: Present	Wendy Hamilton 432 3 rd Street Missouri Valley, IA 51555	\$3.00/hour	Babysitter	Still presently employed
FROM: 5/03 TO: 9/03	CJ Futures 109 South 6 th Street Missouri Valley, IA 51555	\$6.00/hour	Laborer	School started
FROM: TO: NA	NA	NA	NA	NA

REFERENCES – they cannot be related to you; they cannot be your friends, boy/girlfriends; must have know them for at least one year

Name	Address	Business Name & Address	Years Acquainted
Mrs. Rita Smith	5499 Hunter Lane Missouri Valley, IA 51555	Missouri Valley High School 605 East Lincoln Highway Missouri Valley, IA 51555	3
Connie Hornbeck	2736 292 nd Lane Logan, IA 51546	CJ Futures 109 South 6 th Street Missouri Valley, IA 51555	2
Greg Thoreson	1212 335 th Street Missouri Valley, IA 51555	First National Bank of Omaha 3205 North 90 th Street Omaha, NE 68103	6

In case of emergency contact:

Name: Hank Doe

Address: 340 7th Street, Missouri Valley, IA 51555

Phone #: (712) 642-5656 (home)
(402) 635-6684 (cell)