**Before writing a resume, write a work history or Career Management Document**

It can be intimidating staring at a blank screen when you begin to put your resume together. You can use this list to get you started. For a particular job, write down the answers to these questions and you will have the skeleton of a job description.

List the facts of the job:

* Months and years of employment
* Position Title (exactly what the company called it)
* Company name
* City and state
* Was it paid?
* Was it an internship or program with a set length (*e.g.*, three-month internship)? Describe the company:
* What industry is it in?
* Do they provide a product or a service?
* How big was the office or location where you worked? Describe your typical day or week:
* Did you work with customers?
* Did you produce a product?
* Did you sell a product?
* Did you provide a service?
* Was there any special knowledge or skill they taught you?
* Were there special rules or regulations you had to follow?
* Who did you work with?
* Who did you report to?
* Did other people in the company depend on your work?
* Did you work on any special projects or initiatives?
* Did you have responsibilities other people didn’t? (This could be counting the till, opening or closing the store, training new people, *etc.*)
* Did you get any awards or recognition?
* If you worked with customers, did anyone tell your manager you did well? (Or did you at least have few or no complaints?)