

Second sentence summarizing progress to current job

Work History Sample: First Page

Opening sentence establishing theme (experience in human services and specific career field).

My experience in human services has been exclusive to the drug and alcohol field.

I have advanced from an entry-level position, with no formal training, to the position of program director of a highly respected, residential treatment facility. In each position, I made it my business to go beyond the expectations of my supervisor. I have always been committed to working hard, pursuing as much training as possible, remaining open to change, and giving back to the field. These commitments, which are outlined in the following job history, have resulted in my becoming a respected professional in the field of substance abuse prevention and treatment.

Brief statement of main qualities

First job: what, why and where

Thesis sentence, emphasizing main point of work history

My first position in the drug and alcohol field was with XXX, in Baltimore,

MD. Since the beginning of my own recovery, I had been looking for an opportunity to enter the field. In 1985, I started on a temporary basis as a nursing assistant in the detox unit of this inpatient program for adults with a dual diagnosis of substance abuse and mental illness. My duties as a nursing assistant included

Names agency, explains population worked with, and gives specific job title

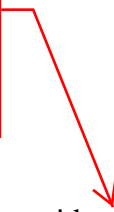
such tasks as taking vital signs to assess withdrawal; doing intakes, which were mainly focused on nursing issues; and walking the halls doing security. I had no skills other than my own recovery and my enthusiasm to learn. Having my foot in the door and knowing that the position was only temporary, I began to apply for other positions within the facility. I wanted to develop a career in drug and alcohol.

Briefly lists main duties

Transition to next job, accentuating the positive

After only six months, as a result of the ability I had demonstrated to win the

Points out positive quality that led to promotion



trust of the residents, I was hired as an evening counselor on the women's unit. I was moving up. My duties included ...

Brief transition to next job

Work History Sample, Page Pointing Out Learning Experience

p. 3

... I held that job until my family relocated to Washington, D.C.

Names job title, agency, population served

My first job in Washington, D.C. was also my first experience working solely with adolescents. My new job as a psychiatric aide at XXX Psychiatric Hospital was the place I learned an important lesson in human behavior. I knew that I had something to offer the clients, and I thought that I would quickly gain their trust. One day shortly after I began at XXX, I was all set to take a few of the kids outside for exercise and recreation. When I unlocked the door, they took off running. I was so hurt; I felt first that my job was on the line and, more importantly, that the kids I had trusted were saying, "The hell with you!"

Describes learning experience, with emphasis on what was learned from it and what it led to, not on just telling the story for its own sake.

Weathering the storm, I became wiser in my observation and approach to human behavior. I listened to people who were experts in the field — nurses, doctors, psychologists and senior personnel. I learned to use the teamwork approach; I learned when I could trust my gut feelings. I learned that saying no could be in someone's best interest. These valuable lessons began my odyssey into the civilization of adolescents. It was challenging to put myself in someone else's shoes. I had to realize that unlike me, not all people had a decent upbringing. Seeing things through the eyes of others showed the real issues to be addressed. As I attempted to show compassion and empathy, I realized that working with adolescents was where I wanted to be. Working in a hospital setting was a good initiation, but I wanted more. My mission was to see adolescents in a more natural environment—the community.

Makes transition to next job

This desire to grow in the areas of adolescent development led me to my

Names position, agency, population served

next position as counselor with XXX.