|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Job/Postion**  | **Start and End Date**  | **Position Title** | **Worksite**  | **Type of Business of Employer** | **Number of hours per week** | **Job Duties** | **Name and Contact Information of Supervisor** |
| **1** (start with the job/position you’ve held before joining WVU – this can be a paid/unpaid position) | Start and end dates must be listed in the following format: mm/dd/yyyy | Please make sure the title is correct and matches what you stated on the CV/Resume | List address in the following format:Name of institution/Name of department Unit/Street address including house number/City/Postal code/Country | (e.g. Higher Education, Non-profit, Government, Corporate etc.) | List the hours worked (can be part-time or full-time) | Below this table you will find the position description for the WVU job. Please review it carefully and illustrate which skills/abilities you acquired on each job you’ve had before joining WVU. For additional required degrees state the following: *“NOTE: obtained a bachelor/master/doctorate degree in 2012”.* | Supervisor (Name, Title, phone number & email address) who may need to issue a verification letter confirming the duties you are listing in the column to the left |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Position Description (Duties & Qualifications):**