

Compile your education and training history from all sources on the following forms. These forms will be used to help you determine your basic qualifications for various jobs that you will be exploring and to complete your job application. They will also help you identify other training and education that you may need for specific jobs.

**EDUCATION AND TRAINING PROFILES**

School, college University	Enrollment Dates	Major	Degree or certificate	Date	GPA	L/D

Career-Related Courses				
School/College	Course Dates	Grade	Course Name/Description	L/D

Summarize the Skills, Knowledge and Abilities Learned

This form is available online at <http://www.fedcareer.info> and meant to be used in conjunction with *Take Charge of Your Federal Career*; A Practical, Action-Oriented Career Management Workbook for Federal Employees  
by Dennis V. Damp

Call 1-800-782-7424 to order the workbook today.

(All major credit cards accepted)

<b>Scholastic Honors, Awards and Scholarships</b>		
<b>Type</b>	<b>Award Date</b>	<b>Description</b>

<b>Other Training</b>				
<b>Include military courses, employers or professional associations, etc.</b>				
<b>School</b>	<b>Dates</b>	<b>Course Title</b>	<b>Course Description</b>	<b>L/D</b>
<b>Summarize the Skills, Knowledge and Abilities Learned</b>				

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<b>College Extracurricular Activities</b>			
Activity	College	Dates	L/D
Summarize the Skills, Knowledge and Abilities Learned			
<b>Professional Licenses and Certificates</b>			
License/Certificate	Licensing Agency	Date Awarded	L/D
Summarize the Accredited Special Skills, Knowledge and Abilities			

NOTES: