

Resume Write/Re-Write Prep Worksheet

Overhauling your resume can feel like a daunting task. This Resume Write/Re-Write Prep Form will help you to get your ducks in a row and your focus on the information that really matters to prospective employers.

As you work through this form:

1. **Do NOT copy and paste from your current resume.** You're working to build a better resume – duplicating the content and wording of your current resume isn't going to help get you there.
2. **Pay particular attention to the ACCOMPLISHMENTS for each job.** These are NOT the same as tasks and duties. Most employers already know the type of tasks are associated with particular job types. **What you did is not as important as what you accomplished while doing it!**

RESUME HEADING INFORMATION

Along with your name, address, and phone number, you'll need to list your Email Address.

Before moving forward, consider the email address you've been using. Does it project a professional image? (2sexy4U@email.com may not make the right impression)

If you think your email address could work against you, take a moment to set up a different address in Gmail or another free account.

First impressions count!

What email address will you include on your resume?:

TARGET JOB TITLE

If you're creating a "boilerplate" or customizable resume that you can tailor it to specific jobs, you can use a generic job title like "Customer Service Representative" or "Copywriter."

When you are tailoring your resume to apply for a specific job, make sure the Target Job Title mirrors the language used by the company. For example, if the job posting uses the term "Customer Care Professional," that's the language you'll want to use on your resume.

Target Job Title: _____

SKILLS

Computer/Tech Skills – List hardware, software, email, internet, etc. that you are well-versed and experienced in using:

Language Skills – Bilingual/Multilingual workers are in demand, so you'll want to make sure prospective employers are aware of your skills in this area.

Language 1:

| | Y/N | | Y/N |
|----------------|-----|----------------|-----|
| Spoken | | Written | |
| Native Level | ___ | Proficient | ___ |
| Fluent | ___ | | |
| Conversational | ___ | | |

Language 2:

| | Y/N | | Y/N |
|----------------|-----|----------------|-----|
| Spoken | | Written | |
| Native Level | ___ | Proficient | ___ |
| Fluent | ___ | | |
| Conversational | ___ | | |

Language3:

| | Y/N | | Y/N |
|----------------|-----|----------------|-----|
| Spoken | | Written | |
| Native Level | ___ | Proficient | ___ |
| Fluent | ___ | | |
| Conversational | ___ | | |

Language 4:

| | Y/N | | Y/N |
|----------------|-----|----------------|-----|
| Spoken | | Written | |
| Native Level | ___ | Proficient | ___ |
| Fluent | ___ | | |
| Conversational | ___ | | |

RELEVANT COURSES, WORKSHOPS, SEMINARS

Name: _____

Date: _____ Where: _____

Name: _____

Date: _____ Where: _____

Name: _____

Date: _____ Where: _____

Name: _____

Date: _____ Where: _____

Name: _____

Date: _____ Where: _____

Name: _____

Date: _____ Where: _____

PROFESSIONAL ORGANIZATIONS

Include a note if you are/were also a member of group leadership.

PROFESSIONAL LICENSES & CERTIFICATIONS

EDUCATION

Education: (include names of schools, years of attendance, graduation dates)

School: _____

Certificate or Degree Earned: _____

Graduation Date: _____

If incomplete, years of attendance and relevant courses completed:

School: _____

Certificate or Degree Earned: _____

Graduation Date: _____

If incomplete, years of attendance and relevant courses completed:

School: _____

Certificate or Degree Earned: _____

Graduation Date: _____

If incomplete, years of attendance and relevant courses completed:

YOU'RE THE GREATEST... BUT WHY?!!!

On the following pages, you'll describe your work history and experience. As we mentioned earlier, the **focus should be on what you ACCOMPLISHED rather than what you DID.**

Many people struggle with this part of resume writing, but it's critical to your success so buckle down and really apply yourself to come up with accomplishments for each position.

If you're not sure where to begin, consider these areas. Did you:

| INCREASE/IMPROVE | REDUCE/DECREASE | DEVELOP / LAUNCH / IMPLEMENT / INNOVATE |
|---|--|---|
| <ul style="list-style-type: none">• Productivity• Income• Profits• Customer base• Site traffic• Customer satisfaction• Efficiency• Response time | <ul style="list-style-type: none">• Employee turnover• Customer turnover• Costs• Absenteeism• Time required to perform tasks• Down time | << Note: these will likely overlap with some the items in the other columns <ul style="list-style-type: none">• Systems• Processes• Policies |

Consider how and why the company is better for having (had) you work with them and **how you can quantify those results.**

So, if you state on your resume, "Implemented an employee attendance reward program," you'll need to complete that statement with an outcome/result, "...that reduced absenteeism by 23%."

How much more? How much less? What were the results? Keep these types of questions at the front of your mind as you work through the next section.

In the next section,

1. List different positions within the same company separately.
2. Include volunteer, self-employment, uncompensated, etc. as long as the work is relevant.

Present or Most Recent Employer

Company Name: _____

City, State: _____

Start Date: _____ End Date: _____

Job Title / Position: _____

Brief description of the company: _____

Brief description of your duties. Be sure to include NUMBERS if you include references to managing people, revenues, or budgets. (For example, "Managed 13-member sales team responsible for \$5.4M in sales annually.")

Accomplishments (as discussed above, include quantifiable facts, figures, percentages, etc.)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Previous Employer

Company Name: _____

City, State: _____

Start Date: _____ End Date: _____

Job Title / Position: _____

Brief description of the company: _____

Brief description of your duties. Be sure to include NUMBERS if you include references to managing people, revenues, or budgets. (Managed 13-member sales team responsible for \$5.4M in sales annually.)

Accomplishments (as discussed above, include quantifiable facts, figures, percentages, etc.)

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2. _____

3. _____

4. _____

5. _____

6. _____

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City, State: _____

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Job Title / Position: _____

Brief description of the company: _____

Brief description of your duties. Be sure to include NUMBERS if you include references to managing people, revenues, or budgets. (Managed 13-member sales team responsible for \$5.4M in sales annually.)

Accomplishments (as discussed above, include quantifiable facts, figures, percentages, etc.)

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Accomplishments (as discussed above, include quantifiable facts, figures, percentages, etc.)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Now you're armed with all the information you'll need to put together a resume that will get you noticed! Time to put it together in an "ATS-Friendly" format.