

Name _____

City _____ State _____

Contact Phone Number _____

Personal Email Address: _____

LinkedIn address: _____

- 1. Email Address:** Use an existing or create a new personal email address account specifically for your job search. Make sure your choice is professional and incorporates your name. We suggest creating a Gmail account.
- 2. Employment History:** Gather your employment history (10–15 years) and list the information in reverse from the most recent to the most distant past. Use the resource titled Employment History Worksheet.
- 3. Collect Other Relevant Materials/Sources**
 - Past performance reviews
 - Job descriptions
 - Past resumes
 - Awards/recognitions—employee of the month, special recognition for volunteer work in your field
 - Committee participation
 - Internships or mentoring assignments
 - Special projects
 - Community involvement
 - Volunteer work
 - Professional associations
 - Reference letters/recommendations from past managers
 - Sample portfolio work (if applicable)
 - Presentations related to your career
 - Education—school names, addresses, dates of graduation
- 4. Identify Resume Keywords:** Think of **keywords** as the jargon or “buzzwords” used by insiders in your profession or industry. Words that relate to a particular requirement for a job—skills, abilities, credentials, and qualities that would show a hiring manager you are a good fit for the job. Using the right keywords helps your resume get read by applicant tracking systems (ATS).

Exercise: Search several online job postings, using multiple job titles that represent roles in which you are interested. Print at least 6–8 job postings and highlight all the keywords (job titles, skills, qualifications, technology, certifications) found. Create a list of these words, so that you can integrate them into your resume and LinkedIn profile to match the job posting.

5. Use Significant Accomplishments “C-A-R” —to tell your story (refer to the CAR resource pages)

Employment History/Key Skills/Accomplishments

Name of Employer _____

City _____ State _____

Company Phone Number _____

Name of Supervisor/Manager _____

Dates of Employment From: ___/___/___ To: ___/___/___

Job Title _____

Key Skills

List Key Responsibilities/Accomplishments: Using the information you have now collected—use the CAR method—Challenge, Action, Result to finish your resume. Refer to the CAR handout for details.

Challenge	Action	Result