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**Name of Client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The goal of the résumé worksheet is to gather additional information that may be pertinent to your job search and should be included in your resume. Please be as complete as possible. Feel free to send supplemental items (i.e. job descriptions, performance reviews, letters of recommendation, etc.) if you feel they will provide additional information that can be used to create a strong résumé.

**PLEASE READ THESE GENERAL INSTRUCTIONS CAREFULLY.**

A good résumé will capture two types of information:

1) Your work experience as demonstrated by descriptions of previous job duties/responsibilities

2) Your accomplishments/achievements or the results of your work.

(1) For each of the jobs we will list, please make sure I have good information for job duties and ***essential job functions***

Essential functions are the fundamental, crucial job duties performed in a position. They do not include **marginal** functions, which are extra or incidental duties. A function may be essential because: The position exists to perform that function. ***Carefully review*** the information listed for your jobs in your current résumé to make sure it is complete enough to address the essential job functions. Please use the Worksheet Addendum to provide me with any information for your current and/or previous positions that may not be included in your résumé.

(2) As you think about your project work and/or accomplishments and achievements, the STAR format is a good way of making sure you capture the relevant information.

The **STAR** (**Situation, Task, Action, Results**) format is a technique used to gather all the relevant information about a particular project or problem.

***Situation*:** What was the challenge/problem that needed to be solved? What was the project designed to accomplish?

***Task*:** What was the particular task/duty that needed to be performed? What were you responsible for achieving?

***Action*:** What did you do? What steps did you take to solve the problem or achieve your objective?

***Results*:** What was the outcome of your actions? What did you achieve through your actions and did you meet your objectives? How did you actions affect revenues/productivity/costs, etc.?

**Please keep in mind that your finished résumé will only be as strong as the information you provide me.**

***►NOTE: When using acronyms/abbreviations, please define for me. While some acronyms may be industry specific, others are “company” specific. It is important to avoid confusion by giving me both the acronym and its meaning***.

**Target Job/Career Goal**

1. Describe your ideal job or career goal. This can include information about a specific job you’re interested in applying for. A link to a job posting is good to include.

2. What sets you apart from others who will apply for this job? Think in terms of “soft skills”—work ethic, personality type, natural abilities

3. How would your current or most recent supervisor describe you? What made you successful in your last position?

**Accomplishments/Professional Profile**

1. List and describe any significant workplace contributions that increased revenue, saved money, or streamlined processes. Your chance to brag about any brilliant ideas you’ve had.

2. List and describe any awards or special recognition received in the workplace, in school, or through civic involvements.

3. What do you consider to be your greatest career achievement? Why?

4. For each of the jobs we will list as Professional Experience, consider the results of your daily contributions and list those. (In what way did you make a unique contribution to the work place? How did your work contribute to the overall success of the organization?)

**Additional Skills**

Resumes often “miss the boat” because they don’t tell the whole story or enough of the story. Take a moment to think about all of the things you do or have done in the course of your career, education, and “personal study” and list those things... Don’t overlook volunteer work.

1. Have you supervised employees? How many? What made you a successful manager?
2. Have you managed a budget? How much?
3. Have you managed projects/planned events? What was the scope?
4. Have you trained employees? Develop training programs? Describe.
5. What were you the “best” at or the “go to person for” in your most recent position?
6. What computer programs do you know well?
7. Do you have any specialized training or certifications to include?
8. Tell me about any volunteer work that might be relevant to your career path.
9. Please list anything else I need to know about you and your career.

If you could stand over the shoulder of the potential employer when he or she reviews your resume, what are 1-3 things you want to be sure he/she does NOT miss?

**Style & Format**

1. Please give me the contact information you’d like to have listed on your résumé. It is not always necessary to include a street address. Consider whether or not you want to list a home phone in addition to a mobile phone number. Please be sure I have the most current information.

2. Do you have a preference for the font in which your resume is written? Please select from the following recommended styles or suggest your own.

* Palatino Linotype
* Calibri
* Garamond
* Sylfaen
* Candara
* Cambria
* Arial
* Book Antiqua
* Times New Roman

3. Do you have any special requests or requirements for formatting?

**NOTE: This document (Résumé Worksheet) is proprietary in nature. Please do not copy it or share it with others without express permission by Find My Profession.**