RESUME WORKSHEET

Use this tool to verify that the information included in your resume is customized and relevant to the job you're applying for.

REQUIREMENTS

List the requirements detailed in the job description in this column.

QUALIFICATIONS

Write the experiences, skills and certifications listed **in your resume** here.

- Requirements on the left should connect to your qualifications on the right.

- There should be little or nothing in your qualifications column that doesn't connect to a requirement. This ensures that your relevant strengths don't get lost in unnecessary verbiage.

- If you do not have qualifications to match the requirements, consider whether you are qualified for the job.

REQUIREMENTS	QUALIFICATIONS
A.	1.
B.	2.
C.	3.
D.	4.