

Instructions: Find a job posting you want to apply to and use it to fill out this form. Then, use the form to write or edit your resume so it targets the employer's specific requirements and terminology. Do this for every resume you submit.

Job Details

Company Name: _____

Job Title: _____

Job No. or Code (if any): _____

How You Found Out About Job: _____

Salary Range (actual or estimated): _____

Contact Information

Person's Name: _____

Title & Dept: _____

E-Mail: _____

Phone: _____

Fax: _____

Address: _____

Documents Requested

- ☐ Resume
- ☐ Cover Letter
- ☐ Work Samples
- ☐ References

Submission Method

- ☐ E-Mail Attachment
- ☐ Apply Online
- ☐ Fax
- ☐ Postal Mail

Requirements

Years of Experience: _____

Education: _____

Licenses, Certifications (if any): _____

Other: _____

Desired Skills, Personal Traits, Keywords, etc.
