

II. Cover Letter and Resume Worksheets

1. Personal Data

Name: _____

Street address: _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Cell phone _____

Home E-mail: _____ Work E-mail: _____

2. Please write your choice for the top 3 titles or positions in order of preference.

1. _____

2. _____

3. _____

3. Identify names of companies who you would like to target in your job search.

4. What would one of the above mentioned companies consider to be a perfect candidate for the position you desire?

5. What do you consider will be a very challenging assignment for you at any of the above mentioned companies?

6. List at least 20 keywords and/or phrases that describe your skills/experience/industry.

(example: mechanical project engineer- design of automotive components, material selection, project management, scheduling, detail drawings, quality assurance, CAD/CAM, analysis, customer review, cost analysis, on-time delivery, prototype, assembly, quality control, user manuals, personnel management, MTBF, springs, plating, coating, bearings, lab testing, field testing)

7. Computer Skills:

Hardware:

Software:

8. Please write to your future employer telling her/him, why you are the best candidate for the positions you defined in Career Objectives (parag.2). Convince me that you are the best match for the job that you want. Show your strengths.

9. Current/most recent employment:

Current/most recent job title: _____

Company name: _____

City: _____

State: _____

Dated of employment (month/year):

From _____ To _____

What is the size of this company?

What is total annual sales?

What are its products?

Is it a manufacturer, a distributor, a retailer or a sales office?

Who is their targeted clientele?

Briefly describe your functional responsibilities, how many employees are you

What do you feel set yourself apart from others in your field?

Did you receive any promotions, recognition, awards?

10. Previous employment:

If needed, please use blank sheets and follow below shown format for positions you held in past 15years.

Job title

Company name:

City: _____ State: _____

Dates of employment (month/year):

From _____ To _____

What was the size of this company?

What were the total annual sales?

What elements of your work allowed you to be yourself?

What do you feel set yourself apart from others in your field?

Did you receive any promotions, recognition, and awards?

11. Education:

HIGH SCHOOL

(School Name/Location/Dates/GPA):

Honors/Awards:

Extra-Curricular Activities:

Additional Courses/Training/Workshops/Self-Development:

COLLEGE

(School Name/Location/Dates/GPA/Degree/Major/Subjects)

Honors:

Extra-Curricular Activities (use if recent college graduate):

GRADUATE SCHOOL/SPECIALIZED SCHOOL

(School Name/Location/Dates/GPA/Degree/Major/Subjects)

Honors:

Special Activities:

12. Professional / business memberships and community service

Include offices and positions held:

15. Patents held

(Name invention and related benefits):

16. Publications / presentations.

Title/Periodical/Location/Date: