

# Resume Builder Worksheet



10 Easy Steps to get the Job You Want!

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ReadySet HIRED! Worksheets are intended to be used as a guide. The elements listed are some of the things you need to consider at particular stages of your job search. The worksheets are by no means absolute, so don't feel you have to complete every item in order to proceed. They are also not exhaustive, so there are likely "other" elements you might want to consider that are not on the worksheets, depending on your particular situation and requirements. If you see the symbol †, refer to the related Reference Sheet for more information. Revisit the worksheets often to revise and recalibrate them as necessary based on your successes and challenges.

## Build a SMART Resume

Specificity	Measurability	Accomplishment-Focus	Relevance	Timing
I have clearly defined my experiences and accomplishments.	I have quantified and qualified my experiences and accomplishments.	The points on my resume are focused on outcomes and what I have achieved, rather than simply what my responsibilities were.	The experiences and accomplishments on my resume are relevant to the job to which I'm applying.	I have indicated appropriate dates and durations of tenure. If I have any gaps, I'm prepared to address them in an interview.

## 5 Steps to Building Your Resume

### 1. Documents

a) What documents do I need to build my resume (previous resumes, job descriptions, awards, transcripts, etc.)


b) Which documents do I already have? Are they organized in an accordion file?


c) Which documents do I still need to get? How do I get them if and when I need them?


d) Do I have my electronic documents organized and stored on a flash drive or other media device?


### 2. Master List

Create a master list of all your jobs and volunteer work using a table like the one below. For each item, ask yourself the accompanying questions to help build out this list.

Job/ Volunteer Position	Dates	Responsibilities	Experience	Quantify/ Qualify	Related to job applying for?

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a) Is this title for my job/ volunteer position accurate? If I'm not sure, how can I find out?


b) Are these dates accurate? If I'm not sure, how can I find out?


c) Are there any gaps between my jobs? Can I address them if probed?


d) Do I have a job description to help me identify my responsibilities? If not, how might I get them?


e) What experience did I get that relates to this particular job?


f) What specific accomplishments or outcomes did I achieve?


g) How would I quantify and qualify this particular experience or accomplishment?


h) Is this particular point relevant to the job to which I'm currently applying?


### 3. Other Elements

a) What coordinates will I be using on this resume?


b) Will I be writing a profile or objectives statement on this resume? If so, what will I say?


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c) What are my education and training credentials?


d) Will I be including hobbies or personal interests on this resume? If so, are they relevant to the job to which I'm applying? If not, is there anything I'm missing in terms of job experience that I might be able to illustrate using hobbies or personal interests?


## 4. Template

a) What format will I be using for this resume? Can I use a template?


b) Have I populated the sections with the appropriate information?


## 5. Review

a) Critical review – Do the points on my resume stand up to scrutiny using the SAR (situation, action, result) method†? Which points are problematic? Can I rework them? If not, I should remove them.


b) Proofreading – Have I proofread my resume thoroughly for grammar, punctuation and spelling? Who else can proofread it for me? Are there any details that I need to double check?


c) Formatting – Have I formatted my resume so that it looks clean and professional? Is the font legible? Are the margins appropriate?


**For more details to help you with your resume, be sure to review:**

- Step 2. Writing Resumes & Cover Letters on the ReadySet HIRED! website
- Writing Resumes & Cover Letters Checklist