

RESUME BUILDER – PART 1

Name: _____

Date: _____

MY TARGET POSITION

Summary of your top skills/strengths: your top 4 to 6 selling points for the target position

Objective: Set a SMART goal to do with a job/career goal, it can be a short or long term goal

A SMART goal is

- Specific
- Measurable
- Attainable
- Relevant
- Time Bound

SPECIFIC	MEASURABLE	ATTAINABLE	RELEVANT	TIME BOUND
What is your goal? Include details (who, what, when, where, how)	How will you know when you have achieved the goal?	Is the goal achievable?	Why is this goal important to you at this point in your life?	How long will your goal take to achieve?

RESUME BUILDER – PART 2

EMPLOYER'S REQUIREMENTS

From the job ad you have chosen, what are the employer's top 3 needs and how you meet them?

Employer's need #1:

Your examples that you meet this need:

Employer's need #2:

Your examples that you meet this need:

Employer's need #3:

Your examples that you meet this need:

EXPERIENCE

What experience have you had that proves your ability to do the job? Start with your most recent experience first. Experiences can be from jobs, at school, organisations or volunteering.

TITLE	EXPERIENCE	DATES

RESUME BUILDER – PART 3

EDUCATION

List any relevant education and training.

QUALIFICATIONS OBTAINED	INSTITUTION	DATES

POWER WORDS AND STATEMENTS

In response to your chosen job ad, create a list of power words and statements: