

Resume Worksheet – Questions To Get Started

1. What is my goal/target position?

2. What qualifications, education, experience would an employer be looking for?

3. What are my biggest strengths? How do they relate to these positions?

4. What are the highlights of my background that should be emphasized?

5. What are my biggest accomplishments? How do they relate to these positions?

6. What things make me stand out in a positive way or appear unique?

7. What personal characteristics do I possess that would make me a strong candidate?

8. In what ways have I gone above and beyond the call of duty?

9. What ideas have I had that made a difference or an impact? Can I quantify or explain how?

10. What kind of transferrable skills do I have?

11. What coursework have I taken that would be related to these jobs?

12. What terminology would people in this profession expect me to use?

13. What computer skills do I have that might pertain to this industry?

14. How will I reply to the employer asking, "Why should we hire you?" Does my resume illustrate this?
