VEP RESUME WORKSHEET:

# job title

# LIVE link to job

# company Name and description

This can come from job description or company website. What do they do? What are they known for?

# Copy and paste

Copy and paste job description here:

# Blast out

Do the Blast Out exercise by following the directions below. It will result in a simple list of the words you need to feature in your resume.

1. Copy and paste job description again so you have both the full description and a working description in the same document.
2. Select all, then click Styles Pane. Then click “clear formatting.”
3. **DELETE** what you have not done as well as any empty or repetitive phrases.
4. Highlight terms you are not sure about in yellow. Then Google quickly and add those definitions in *italics.*
5. Highlight two-word hard skills that should appear in the checklist in green.

# Add to your resume

* 1. Add job title and translate other job titles to fit.
  2. Add green hard skills to the top of your checklist
  3. Insert key words and phrases into your resume bulletpoints—especially using them as a result.
  4. Reorder bullpoints so the one that sounds MOST like the target job appears at the top of the list.