

Resume Keywords Worksheet

Use the keywords from each job to tailor your resume and cover letter to specific jobs/types of jobs/employers.

Name: _____

Name of employer: _____

Keywords from want ad, Internet job posting, or job description.

Keywords from employer Web site:

Employer mission statement:

Keywords from other sources, such as professional associations, recruiters and HR professionals, the Occupational Handbook (<http://www.bls.gov/oco/>), members of your network, trade publications, industry-specific online discussion groups, annual reports, informational news, and search engines such as Google.

J O B M A P



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