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Use this Career Management Worksheet to provide LWSC with the information for your résumé and to record your achievements, accomplishments, classes, seminars, awards, honors, etc. Include any and everything you can think of, regardless of whether it relates to your job target. Brainstorm, research, explore, investigate, examine, reflect, and ponder. You will use information from this complete list to better target careers, employers and jobs.

DATE:

CLIENT PERSONAL INFORMATION

Enter your personal information as you would have it to appear on your résumé.

CLIENT LAST NAME

CLIENT FIRST NAME & MIDDLE INITIAL

ADDRESS/CITY/STATE/ZIP

CURRENT PHONE

CURRENT EMAIL ADDRESS

POSITION TITLE YOU ARE SEEKING

PROSPECTIVE EMPLOYER/POSITION CONTACT INFORMATION

Provide information about employer for whom you would like to be employed, jot down their contact information

Date Completed _____

below. We will use this information to craft your cover letter:

BUSINESS NAME _____

PERSON TO CONTACT _____

ADDRESS _____

CITY/STATE/ZIP _____

COUNTRY (if applying outside the country where you live) _____

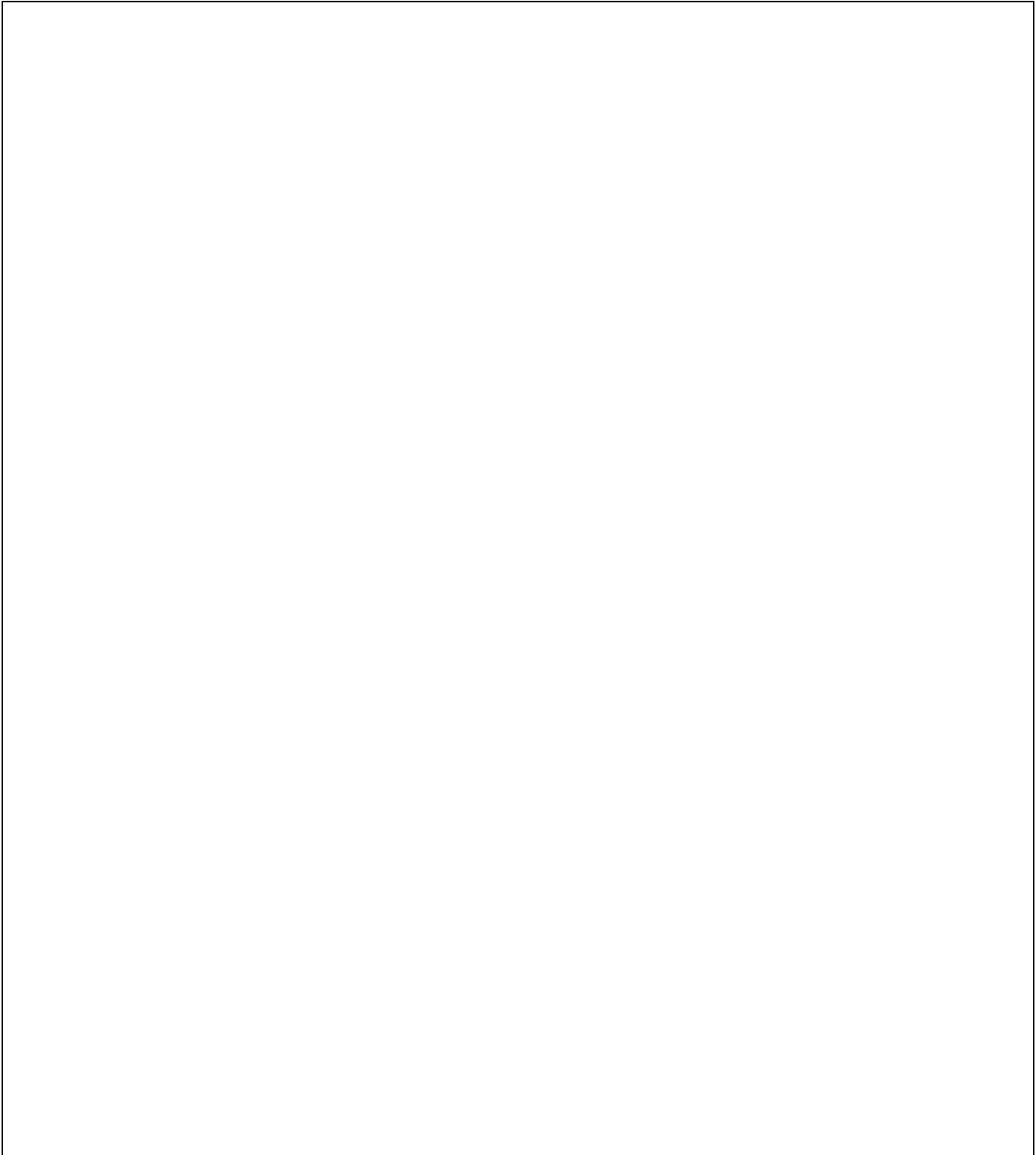
PHONE _____

Provide the link to the job vacancy or notice below:

YOUR OLD RÉSUMÉ

In the box below, copy and paste the text from your most current résumé:

Date Completed _____



Date Completed _____

EDUCATION

College _____

Degree _____

Years Attended _____ Year Graduated _____ GPA _____

Major _____ Minor _____

Thesis/Dissertation _____

Projects _____

Honors / Awards _____

Scholarships _____

Sports _____

Date Completed _____

Memberships and Leadership _____

Special Areas of Study _____

Study Abroad Program _____

VOCATIONAL AND/OR TECHNICAL TRAINING

Name Of Course _____

Company or School _____

Certification or Diploma _____

Date Completed _____

Name of Course _____

Company or School _____

Certification or Diploma _____

Date Completed _____

PROFESSIONAL DEVELOPMENT

Name Of Course _____

Company or School _____

Certification or Diploma _____

Date Completed _____

Date Completed _____

Name Of Course _____

Company or School _____

Certification or Diploma _____

Date Completed _____

WORK HISTORY

Enter in reverse chronological order (with your most current job first)

Job # 1

Job Title: _____

Employer: _____

City and State: _____

Start / End Date: _____ Number of People Supervised: _____

Summary Sentence _____

Achievements/Accomplishments: _____

PAR Statements: **LWSC USE ONLY** _____

Action Verbs: **LWSC USE ONLY** _____

Keywords: **LWSC USE ONLY** _____



JOB # 2

Job Title: _____

Employer: _____

City and State: _____

Start / End Date: _____ Number of People Supervised: _____

Summary Sentence _____

Achievements/Accomplishments: _____

PAR Statements: _____

Action Verbs: **LWSC USE ONLY** _____

Keywords: **LWSC USE ONLY** _____

JOB # 3

Job Title: _____

Employer: _____

City and State: _____

Start / End Date: _____ Number of People Supervised: _____

Summary Sentence _____

Achievements/Accomplishments: _____

PAR Statements: _____

Action Verbs: **LWSC USE ONLY** _____

Keywords: **LWSC USE ONLY** _____

JOB # 4

Job Title: _____

Employer: _____

City and State: _____

Start / End Date: _____ Number of People Supervised: _____

Summary Sentence _____

Achievements/Accomplishments: _____

PAR Statements: _____

Action Verbs: **LWSC USE ONLY** _____

Keywords: **LWSC USE ONLY** _____

JOB # 5

Job Title: _____

Employer: _____

City and State: _____

Start / End Date: _____ Number of People Supervised: _____

Summary Sentence _____

Achievements/Accomplishments: _____

PAR Statements: _____

Action Verbs: **LWSC USE ONLY** _____

Keywords: **LWSC USE ONLY** _____

JOB # 6

Job Title: _____

Employer: _____

City and State: _____

Start / End Date: _____ Number of People Supervised: _____

Summary Sentence _____

Achievements/Accomplishments: _____

PAR Statements: _____

Action Verbs: **LWSC USE ONLY** _____

Keywords: **LWSC USE ONLY** _____

JOB # 7

Job Title: _____

Employer: _____

City and State: _____

Start / End Date: _____ Number of People Supervised: _____

Summary Sentence _____

Achievements/Accomplishments: _____

PAR Statements: _____

Action Verbs: **LWSC USE ONLY** _____

Keywords: **LWSC USE ONLY** _____

JOB # 8

Job Title: _____

Employer: _____

City and State: _____

Start / End Date: _____ Number of People Supervised: _____

Summary Sentence _____

Achievements/Accomplishments: _____

PAR Statements: _____

Action Verbs: **LWSC USE ONLY** _____

Keywords: **LWSC USE ONLY** _____

JOB # 9

Job Title: _____

Employer: _____

City and State: _____

Start / End Date: _____ Number of People Supervised: _____

Summary Sentence _____

Achievements/Accomplishments: _____

PAR Statements: _____

Action Verbs: **LWSC USE ONLY** _____

Keywords: **LWSC USE ONLY** _____

JOB # 10

Job Title: _____

Employer: _____

City and State: _____

Start / End Date: _____ Number of People Supervised: _____

Summary Sentence _____

Achievements/Accomplishments: _____

PAR Statements: _____

Action Verbs: **LWSC USE ONLY** _____

Keywords: **LWSC USE ONLY** _____

CAREER MANAGEMENT WORKSHEET

Affiliations _____

Professional Associations _____

Chambers Of Commerce _____

Toastmasters, Etc.) _____

Languages _____

Licenses _____

Certifications _____

Credentials _____

Presentations _____

Speeches _____

Exhibits _____

Publications _____

Grants _____

RELATED QUALIFICATIONS

Special Projects _____

Research _____

Volunteerism _____

Honors and Awards _____

Other: _____

CAREER MANAGEMENT WORKSHEET

TECHNICAL SKILLS

Computer Applications (Example: Adobe or Microsoft) _____

Operating Systems (Windows, Macintosh, Etc.) _____

Databases (Access, Oracle, Etc.) _____

Programming Languages (JAVA, C++, ActionScript, etc.) _____

Networking _____

Telecommunications _____

Hardware _____

Specialty Equipment (Oil field, welding, secretarial skills, heavy machinery): _____

Other: _____

CAREER MANAGEMENT WORKSHEET

ACCOMPLISHMENTS AND ACHIEVEMENTS

Did I improve efficiency – how? _____

How did I perform the job better than expected? _____

Did I implement anything new that benefited the organization? _____

Did I receive any awards or special recognition as a result of past performance? _____

Have you been recognized by winning special awards, commendations or honors during your career? _____

If you have recently graduated, did you receive any scholarships or academic awards? _____

What makes **you** specifically qualified for **this** particular position? _____

Have you been recognized by winning special awards, commendations or honors during your career? _____

Look over your past evaluations – in what areas did you score highest? What personal attributes and skills did the employer think were your strongest? _____

How have you assisted in increasing the company's bottom line? _____

How have you saved the company time therefore saving them money? _____

How have you increased productivity? _____

CAREER MANAGEMENT WORKSHEET- LWSC USE ONLY

Have you increased revenue or decreased costs? _____

Write down any quantifiable results such as dollar amounts or percentages for the answers above: _____

What do you do better than others in your industry? How do you do it better? _____

What suggestions have you made that were implemented? _____

What do co-workers say about you? _____

What do employers think about you? _____

What have you done to heighten your knowledge in the last year? _____

What are your greatest strengths and assets? _____

What are your most outstanding skills, accomplishments and achievements? _____

How many years of experience do you have in your career or industry? _____

What skills and knowledge do you possess that make you stand out from the crowd? _____

CAREER MANAGEMENT WORKSHEET- LWSC USE ONLY

MAIN QUALIFICATIONS SUMMARY

TARGETED QUALIFICATIONS SUMMARY

TARGETED QUALIFICATIONS SUMMARY

LWSC NOTES SECTION

This section is for LWSC Resume Technician Use Only

ACTION VERBS

Sample Action Verbs	Include your own targeted verbs here:	Include your own targeted verbs here:
<p>acted adapted addressed administered advised analyzed approved arbitrated arranged assembled assessed assigned assisted attained authored built calculated catalogued chaired clarified classified coached collected communicated compiled computed conceptualized consolidated contracted controlled coordinated corresponded counseled created delegated demonstrated designed developed devised diagnosed directed dispatched dispensed drafted edited educated enabled encouraged engineered established evaluated executed expedited explained fabricated facilitated familiarized fashioned formulated founded generated goals governed guided illustrated implemented improved increased influenced informed initiated inspected instituted instructed integrated interpreted introduced invented investigated lectured maintained managed mediated moderated monitored motivated negotiated operated ordered organized originated overhauled oversaw performed persuaded planned prepared prioritized processed produced programmed promoted publicized purchased ran recommended reconciled recorded recruited referred rehabilitated remodeled repair represented retrieved reviewed revitalized scheduled screened set shaped solved specified spoke stimulated strengthened supervised systematized tabulated taught trained translated upgraded validated wrote</p>		

CAREER MANAGEMENT WORKSHEET

CAREER TARGETED KEYWORDS

JOB SPECIFIC TARGETED KEYWORDS

JOB SPECIFIC TARGETED KEYWORDS

JOB SPECIFIC TARGETED KEYWORDS