



**Instructions:** Find a job posting you want to apply to and use it to fill out this form. Then, use the form to write or edit your resume so it targets the employer's specific requirements and terminology. Do this for every resume you submit.

**Job Details**

Company Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job No. or Code (if any): \_\_\_\_\_

How You Found Out About Job: \_\_\_\_\_

Salary Range (actual or estimated): \_\_\_\_\_

**Contact Information**

Person's Name: \_\_\_\_\_

Title & Dept: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_

**Documents Requested**

- Resume
- Cover Letter
- Work Samples
- References

**Submission Method**

- E-Mail Attachment
- Apply Online
- Fax
- Postal Mail

**Requirements**

Years of Experience: \_\_\_\_\_

Education: \_\_\_\_\_

Licenses, Certifications (if any): \_\_\_\_\_

Other: \_\_\_\_\_

**Desired Skills, Personal Traits, Keywords, etc.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_