



Resume Keywords Worksheet

Print out a copy of this worksheet for each job you apply for and use it to identify keywords that are relevant to each. See Chapter 2 of our book, *Words to get Hired By* (http://www.quintcareers.com/Quintessential_Careers_Press/Words_Hired_By/Chapter2/page25.html) to learn more about keywords, their importance, and how to identify them. Use the keywords from each job to tailor your resume and cover letter to specific jobs/types of jobs/employers.

Name of position:

Name of employer:

Keywords from want ad, Internet job posting, or job description. See how to identify: keywords from employment ads and job postings beginning on this page of our book, *Words to Get Hired By* (http://www.quintcareers.com/Quintessential_Careers_Press/Words_Hired_By/Chapter2/page33.html).

Keywords from employer Web site:

Employer mission statement:

Keywords from other sources, such as professional associations, recruiters and HR professionals, the *Occupational Outlook Handbook* (<http://www.bls.gov/oco/>), members of your network, trade publications, industry-specific online discussion groups, annual reports, informational interviews, and search engines such as Google. See also this page of our book, *Words to Get Hired By* (http://www.quintcareers.com/Quintessential_Careers_Press/Words_Hired_By/Chapter2/page31.html):
