

RESUME PLANNER

Jobs I Want

On each line put one job title and a laser focused brief job description for the jobs you want.

Job Title _____	Duties _____
Job Title _____	Duties _____
Job Title _____	Duties _____
Job Title _____	Duties _____
Job Title _____	Duties _____
Job Title _____	Duties _____

Humility will get you nothing. You have to think of everything you have ever done that relates to the job you want. EVERYTHING!!! Any questions? We have a free newsletter and other ways we can help at www.agicc.com/lists.htm.

Training, Job Certifications and Testing

Every class, certification or test you've taken relating to the job you want goes below.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Brag about every skill, ability, tool, methodology, software package, and type of hardware you have used.

Skills, abilities, software and hardware used

Start with the most recent and make an unbelievably complete list.

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Boast about the things you know and do.

Love of the job you want

What have you done that proves you love the job you want? Proves you love computers? Proves you love helping people? Proves you love saving money, time and frustration? Add volunteer work, friends you have helped, online forums you participate in, networks you set up. Can you remember how big, how many, how much, how many people, how long it took?

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Previous jobs (make extra pages as needed)

Every job you have had can show your attitude. Companies hire based on attitude if skills are even close. There is only one line for duties for each job on the pages that follow. Duties are not that important. Show how your attitude made a serious contribution. Showing up for work is not enough.

RESUME PLANNER

Current or last job: _____ Date started: _____ Date left: _____

Duties: _____

Job Measurements

How I saved the company money: _____

How I made the company more money: _____

How I made things work faster: _____

Prove your employer knew you were good

Promotions, awards and recognition I received: _____

People I trained and classes I taught: _____

Teams, groups and projects I lead: _____

Prove your coworkers knew you were good

Coworkers always asked me questions about: _____

Problems I was always asked to solve: _____

Show you took pride in your job

My proudest moment on the job: _____

My greatest accomplishment on the job: _____

Things I did outside of work hours for the job: _____

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Previous job: _____ Date started: _____ Date left: _____

Duties: _____

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