

LEARNING FROM MY MISTAKES

Name: _____

Date: _____

Mistakes are helpful if you learn from them. Here is a simple process you can use to overcome your mistakes. Follow these steps when you make a mistake:

1. Step back and try to set aside your feelings. Clear your head.
2. Ask yourself, "What can I learn from this mistake?"
3. Identify ways to change your actions so you don't repeat the mistake.
4. Understand that mistakes happen and are a necessary part of life.
5. Move forward.

Use this exercise to help you learn from a mistake and move on.

Mistake:



What can I learn from this mistake?



How can I change my actions and move forward?

MY LIFE GOALS AND OBJECTIVES

Name: _____

Date: _____

Thinking about your life goals and objectives will help you to stay focused on your job search. Write down your most important life goals and objectives.

Life Goals	Objectives
Example: <i>Buy a house for my family</i>	Examples: <ul style="list-style-type: none">• <i>Save \$10,000 for a down payment</i>• <i>Purchase a house before I turn 40</i>

MY LIST OF PROSPECTIVE EMPLOYERS

Name: _____

Date: _____

Make a list of employers you are interested in. Learn more about them by visiting their websites. Tell what you like about each company that makes you want to work there.

Employer	Contact information and web address	Why is this company a good fit?

MY RÉSUMÉ WORKSHEET

Name: _____

Date: _____

This worksheet will help you to collect and organize the information you need to write your résumé. It's a good idea to write all the information down first. Then you can decide which information to include on your résumé.

My Contact Information

Name: _____

Address: _____

City, State, Zip: _____

Phone, Email: _____

LinkedIn address: _____

My Professional Summary

My Core Qualifications

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

My Job History

List your jobs, starting with your current or most recent job. Include the company name and address, your position, start date and end date. List your most important duties and the most important skills you used. Refer to the list of action verbs on page 62, if you need to. If you were in the military, list the jobs you had and work you did.

Employer	City, State	Job Title	Duties/ Accomplishments	Start Date Month/Year	End Date Month/Year

My Volunteer Work History

Include any unpaid or volunteer jobs.

Employer	City, State	Job Title	Duties/ Accomplishments	Start Date Month/Year	End Date Month/Year

My Education

List schools or programs you attended, certificates or credentials you received, and the dates you attended or graduated. If you were in the military, list any training you received. If you are in school now, write the name of the program and the date you expect to finish.

Training, Certificate, or Award	School or Organization	Location (city, state)	Date Completed (month, year)

My References

List five people, who are not family, who can speak for your ability to do a job. Include how you know them and their phone numbers and email addresses.

1. _____

2. _____

3. _____

4. _____

5. _____

MY RÉSUMÉ CHECKLIST

Name: _____

Date: _____

A great résumé will get hiring managers to interview you. Use this checklist to make sure your résumé is ready. If necessary, revise your résumé. Check each item to see if it is complete or if it needs work.

My résumé includes:

Yes

Needs Revision

1. My name, address, phone number, email address, LinkedIn address
2. My carefully written Professional Summary
3. My list of Core Qualifications
4. Action verbs that describe my skills and experience
5. Information that is easy to read
6. My list of work experience and volunteer experience
7. My list of education, training, credentials, and certifications
8. Important qualifications for the job I want
9. Keywords from the job ad or company description
10. No spelling, punctuation, or capitalization mistakes

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

MY COVER LETTER CHECKLIST

Name: _____

Date: _____

A great cover letter will help you get an interview. Use this checklist as a guideline to make sure your cover letters are ready to send.

My cover letter:	Yes	Needs Revision
1. Contains a clearly stated objective	<input type="checkbox"/>	<input type="checkbox"/>
2. Is concise	<input type="checkbox"/>	<input type="checkbox"/>
3. Includes measurable accomplishments	<input type="checkbox"/>	<input type="checkbox"/>
4. Is customized to the position	<input type="checkbox"/>	<input type="checkbox"/>
5. Asks for an interview	<input type="checkbox"/>	<input type="checkbox"/>
6. Is considerate	<input type="checkbox"/>	<input type="checkbox"/>
7. Shows my credentials and qualifications	<input type="checkbox"/>	<input type="checkbox"/>
8. Includes my contact information	<input type="checkbox"/>	<input type="checkbox"/>
9. Shows that I know about the employer and the job	<input type="checkbox"/>	<input type="checkbox"/>
10. Shows enthusiasm for the employer and job	<input type="checkbox"/>	<input type="checkbox"/>

First Name Last Name

Street Address, City, State, Zip Code

Home Phone / Cell Phone

Email Address / LinkedIn Address

Professional Summary

Write a short statement about who you are as an employee and what value you can bring to the prospective employer.

Core Qualifications

(Include the skills that the employer will care most about. Use keywords from the job ad.)

If you have relevant and measurable results, highlight some of them here. If you have limited work experience or few measurable results, then put your relevant skills here.

- Qualification 1
- Qualification 2
- Qualification 3
- Qualification 4

Professional Experience

Outline your employment history in reverse chronological order. Don't forget to use action verbs!

Most Recent Employer

City, State

Start Date–End Date

Job Title

Job description including responsibilities

- Accomplishments with numbers / Results
- Accomplishments with numbers / Results

2nd Most Recent Employer

City, State

Start Date–End Date

Job Title

Job description including responsibilities

- Accomplishments with numbers / Results
- Accomplishments with numbers / Results

Education

List certificates, training, and diplomas. State what the certificate is, who awarded it to you, what city and state you got it in, and month and year awarded. List the most important or most recent first.

Continuing Education Program

City, State

Date

Certification or Credential

High School or Equivalency Program

City, State

Date

Diploma or Equivalency Certificate