

# RESUME HEADLINE WORKSHEET

*Stand out and get the interview you deserve*

Use this worksheet to create a targeted headline using keywords to add to your resume. Add key words directly under your name to showcase your skills and expertise, like these:

SALES EXPERT | TEAM LEADER | CUSTOMER-FOCUS

---- OR ----

PROJECT MANAGER | IT SOLUTIONS | RESULTS-DRIVEN

- Items you will need:
- A job posting
  - Your Resume
  - The Resume Headline Worksheet

Review the job posting.

List 3 - 5 top priorities and responsibilities of this role

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

What challenges this role is trying to solve, or goals it is tasked to achieve.

List 3-5 objectives and desired outcomes of these tasks.

# RESUME HEADLINE WORKSHEET, PG. 2

Compare your resume with the list of goals above.

List 3-5 skills or areas of expertise you have to help achieve these goals.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Organize your skills and area of expertise into these categories: Industry, Skills, or Commitment.

Below are examples of each category for reference.

## INDUSTRY

Financial Management  
IT Expert  
International Business  
Instructor

## SKILLS

Project Management  
Team Leader  
Relationship Building  
Customer Service

## COMMITMENT

Client-Focus  
Student Success  
Support-Minded  
Results-Driven

## INDUSTRY

## SKILLS

## COMMITMENT

Select the top one from each category, or a combination of 2 different categories.



- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_