COACH CAROLEEN RESUME WORKBOOK

FOLLOW THIS PROCESS TO WRITE AN EFFECTIVE RESUME

STEP 1 Identify your target

STEP 2 Build your highlight reel of skills and experiences

STEP 3 Write your resume

BONUS Test your resume

C Coach Caroleen

TITLE AND JOB POSTINGS

STEP 1. IDENTIFY THE TARGET

JOB TITLE _____

STEP 2. PRINT OUT 3 - 5 JOB POSTINGS

JOB TITLE BUSINESS SYSTEMS CONSULTANT 5

COMPANY WELLS FARGO

LOCATION CHARLOTTE, NC

SOURCE WELLS FARGO CAREER SITE, WELLSFARGO.COM/ABOUT/CAREERS/

JOB ID 5549607

DATE APPLIED SAT, 08/15/20

JOB POSTINGS

JOB TITLE _____

COMPANY _____

LOCATION _____

SOURCE _____

JOB ID _____

DATE APPLIED _____

JOB TITLE _____

COMPANY _____

LOCATION _____

SOURCE _____

JOB ID _____

DATE APPLIED _____

JOB TITLE _____

COMPANY _____

LOCATION _____

SOURCE _____

JOB ID _____

DATE APPLIED _____

JOB POSTINGS

JOB TITLE   _____

COMPANY   _____

LOCATION   _____

SOURCE   _____

JOB ID   _____

DATE APPLIED   _____

JOB TITLE   _____

COMPANY   _____

LOCATION   _____

SOURCE   _____

JOB ID   _____

DATE APPLIED   _____

JOB TITLE   _____

COMPANY   _____

LOCATION   _____

SOURCE   _____

JOB ID   _____

DATE APPLIED   _____

HIGHLIGHT REEL

**JOB REQUIREMENTS
(USE EXACT WORDING)**

WRITE COMPLEX TECHNICAL DOCUMENTS

SCRUM/PRODUCT OWNER CERTIFICATIONS

**YOUR SKILLS AND
EXPERIENCES**

EXPERIENCE WRITING COMPLEX BUSINESS
REQUIREMENT DOCUMENTS (BRD)

CERTIFIED SCRUM MASTER (CSM)

HIGHLIGHT REEL

JOB REQUIREMENTS (USE EXACT WORDING)

YOUR SKILLS AND EXPERIENCES