

# Resume & CV Writing — Workbook

This workbook is your hands-on companion to the Resume & CV Writing course. Complete each section in order as you finish the corresponding module, and use the templates to build your master resume, tailoring log, and application tracker. By the end you will have a polished, ATS-ready submission document and a repeatable system you can use for every future application.

## Foundations: Resume vs. CV and Format Selection

Establish your strategic starting point by clarifying your target document type, understanding how ATS systems will read your file, and selecting the format that best represents your experience.

### Exercise: Document Type Decision

Answer the following questions about your target opportunity. Your answers will determine whether you need a resume, a CV, or a combination document for this application cycle.

- What is the target role or role type you are applying to? Is it corporate, academic, research, medical, or government? List 2–3 specific postings you have bookmarked.

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- Does any posting mention page limits, ask for a full publication list, or use the words 'curriculum vitae' explicitly? Record what each posting says.

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- Based on your current experience history (years, industry, gaps), which format — chronological, functional, or combination — best presents your story? Write one sentence explaining your choice.

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- What are the top 3 reasons a recruiter scanning your current resume might stop reading? Be honest — these are the problems this course will fix.

### Worksheet: ATS Compatibility Self-Check

Before rewriting anything, run your current resume through this compatibility pre-check. Open your existing resume file and answer each field.

Current file format (DOCX / PDF / other)

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Does the resume use any tables for layout? (Yes / No — list location if yes)

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Does the resume use text boxes or a designed template with columns? (Yes / No)

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Is contact information in the main body, not a header or footer? (Yes / No)

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Font(s) used (list all)

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Does the skills section use a consistent label ATS systems recognize? (Yes / No — write your current label)

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Does any section use a creative non-standard heading (e.g., My Story, What I Bring)? List any found

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After copy-pasting the full document into Notepad/TextEdit, does it read logically? (Yes / Partial / No)

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### Checklist: Format Selection Readiness

- I have identified whether my target roles require a resume or a CV
- I have selected chronological, functional, or combination format and written down my reason
- I have confirmed my current file is in .docx format or plan to convert it
- I have removed or noted all tables, text boxes, and headers/footers for removal
- I have identified which section labels need to be standardized
- I have a copy of Notepad or TextEdit ready to do a plain-text ATS paste test

## Writing Achievement-Focused Content

Transform your duty-list bullets into quantified achievement statements using the CAR and XYZ frameworks, and build each section of your resume correctly.

### Exercise: CAR and XYZ Bullet Rewrite Practice

Choose 3 duty bullets from your current resume — ideally from your two most recent roles. For each one, rewrite it first using the CAR framework, then using the XYZ formula. Keep both versions; you will choose the stronger one when building your master resume.

- Duty bullet 1 (copy exactly from your current resume): \_\_\_\_\_. CAR rewrite: Challenge = \_\_\_\_\_, Action = \_\_\_\_\_, Result = \_\_\_\_\_. Full CAR bullet: \_\_\_\_\_. XYZ rewrite: Accomplished \_\_\_\_\_, measured by \_\_\_\_\_, by doing \_\_\_\_\_.

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- Duty bullet 2 (copy exactly): \_\_\_\_\_. Apply the same CAR then XYZ structure. Which version is stronger? Why?

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- Duty bullet 3 (copy exactly): \_\_\_\_\_. If you do not have a hard metric, which of the 5 quantification strategies (scale, frequency, scope, before/after, recognition) can you apply? Write the rewritten bullet.

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- Review all 6 rewritten bullets. Which framework (CAR vs. XYZ) produced the stronger result for each? Note your preference — you will use it consistently in your master resume.

### Worksheet: Resume Section Inventory

Map out every section of your current resume and assess its completeness. This forms the gap list you will close when building your master resume.

Header — elements present (Name / Email / Phone / City / LinkedIn / Portfolio)

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Header — elements missing

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Professional Summary — current word count and first 10 words

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Work Experience — number of roles listed

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Average bullets per role

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Percentage of bullets that currently have a measurable result (estimate)

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Skills section — label used and categories listed

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Education section — complete? (Yes / Partial / Missing)

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Certifications — listed? Count

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Sections to add that are currently missing

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### Checklist: Achievement Content Completeness

- Every bullet in my two most recent roles starts with a past-tense action verb
- At least 50% of all bullets contain a number, percentage, dollar figure, or scale indicator
- I have rewritten at least 3 duty bullets using CAR or XYZ
- I have selected my preferred framework and will apply it consistently
- My professional summary is 3–4 lines and contains no personal pronouns
- My skills section lists tools at appropriate specificity (not just Microsoft Office)
- I have removed all instances of 'Responsible for' and 'Duties included'

## ATS Keyword Strategy and Job Posting Analysis

Build a structured keyword extraction and master resume system so every tailored application is fast, targeted, and ATS-optimized.

### Exercise: Job Posting Keyword Extraction

Select one job posting you are seriously considering. Complete this full extraction exercise. You will use the results to tailor your resume in the next section.

- Paste the full job title and first paragraph of the posting here. Underline or list every noun phrase, tool name, credential, and role-specific verb you find.

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- From the Required Qualifications section: list every keyword. Mark each with H (have this), P (partial — I have a version of this), or N (do not have this).

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- From the Preferred Qualifications section: list every keyword. Mark each H / P / N. For any marked P, write the closest honest phrase from your own background.

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- Count how many times the top 3 keywords appear across the full posting. These are your priority terms — write them here and confirm they will appear on your resume.

### Worksheet: Master Resume Planning Sheet

Before building your master resume document, complete this inventory of every role and credentialing element you have ever held. This becomes your source library.

Role 1 — Job Title, Employer, City, Start Date, End Date

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Role 1 — 5 achievement bullets (draft, unpolished is fine here)

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Role 2 — Job Title, Employer, City, Start Date, End Date

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Role 2 — 5 achievement bullets

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Role 3 — Job Title, Employer, City, Start Date, End Date

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Role 3 — 5 achievement bullets

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All certifications (Name, Issuing Body, Year)

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All technical skills and tools (list every one, no filter)

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Languages and proficiency levels

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Volunteer roles or projects with skills-relevant outcomes

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### Checklist: Keyword Strategy Completion

- I have extracted and categorized keywords from at least one real job posting
- I have marked each extracted keyword as H / P / N
- I have confirmed my top 3 priority keywords will appear in my resume summary and skills section
- I have drafted my master resume inventory covering all roles, skills, and credentials
- I have included both acronym and spelled-out forms for key technical terms
- I have run or plan to run a Jobscan or plain-text ATS test before submitting

### Tailoring, Self-Audit, and Submission

Apply the 20-point audit to your submission resume, complete the tailoring workflow for your target role, and execute your submission with a professional cover letter and follow-up plan.

### Exercise: Full Tailoring Walkthrough

Using the job posting you analyzed in Module 3 and the master resume you built, complete a full 30-minute tailoring session right now. Document each step.

- Step 1 — Extract: List the top 8 keywords from your job posting analysis (from the previous module exercise). Confirm each appears at least once in your tailored resume draft.
- Step 2 — Select and Mirror: Write your tailored professional summary (3–4 lines) for this specific posting. It should echo the job title and reflect at least 2 priority keywords naturally.
- Step 3 — Bullet Selection: For your 2 most recent roles, list which 3 bullets you selected for this tailored version and explain in one sentence why each one is relevant to this specific posting.
- Step 4 — Final Check: Paste your tailored resume text into a plain-text editor. List any formatting artifacts you find. Confirm the file is named FirstLast-Resume-RoleTitle.docx.

### Worksheet: 20-Point Audit Scorecard

Apply the full 20-point audit from Module 4 to your tailored submission resume. Record Pass, Fail, or N/A for each item and note your fix if it is a Fail.

1. Contact information complete and professional — Pass / Fail / Fix

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2. Email domain is professional — Pass / Fail / Fix

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3. LinkedIn URL customized and active — Pass / Fail / Fix

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4. All dates consistent in format — Pass / Fail / Fix

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5. Employment gaps addressed if over 6 months — Pass / Fail / N/A

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6. Job titles are verifiable as held — Pass / Fail / Fix

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7. No duty bullets — all start with action verb + result — Pass / Fail / Fix

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8. At least 50% of bullets have a quantified metric — Pass / Fail / Fix

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9. No personal pronouns — Pass / Fail / Fix

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10. No References available upon request — Pass / Fail / Fix

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11. Consistent font throughout — Pass / Fail / Fix

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12. No text boxes or layout tables — Pass / Fail / Fix

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13. Margins 0.5–1 inch on all sides — Pass / Fail / Fix

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14. Saved as .docx (or PDF if requested) — Pass / Fail / Fix

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15. File named professionally — Pass / Fail / Fix

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16. No photo, DOB, or marital status — Pass / Fail / Fix

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17. Skills listed at appropriate specificity — Pass / Fail / Fix

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18. Summary tailored to this specific role — Pass / Fail / Fix

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19. Most recent relevant role has the most bullets — Pass / Fail / Fix

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20. Read aloud test passed — Pass / Fail / Fix

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**Checklist: Submission Readiness**

- I have completed the 20-point audit and resolved all Fail items
- My tailored resume is saved as FirstLast-Resume-RoleTitle.docx
- My cover letter (if applicable) is 3 paragraphs and references the specific company and role
- I have identified my submission channel (ATS portal / email / referral) and have the correct contact
- I have noted the application deadline and my intended follow-up date (5–7 business days after deadline)
- I have saved this tailored version with the company name for interview reference

[ ] I have added this application to my Application Tracker template

[ ] I have updated my master resume with any new bullets or skills I wrote during this tailoring session

## Your Action Plan

1. Run the ATS Compatibility Self-Check on your current resume today and flag every incompatible element
2. Convert or clean your resume file to a properly formatted .docx with no tables, text boxes, or header/footer contact information
3. Select your resume format (chronological, functional, or combination) and write one sentence justifying your choice
4. Rewrite your 5 weakest bullets using the CAR or XYZ framework, ensuring each ends with a measurable result
5. Build your master resume: include every role, 5–8 bullets each, all skills, all credentials, all education — no page limit, not for submission
6. Find 3 real job postings in your target role type and complete the keyword extraction exercise for each
7. Create a customized LinkedIn URL and verify your profile is consistent with your resume (employers cross-check)
8. Run your tailored resume through Jobscan or a plain-text paste test and achieve a keyword match score above 70% for your target posting
9. Write a tailored cover letter using the 3-paragraph formula for your highest-priority application
10. Submit your application, log it in the Application Tracker template, and set a calendar reminder for follow-up in 5–7 business days











