

II. Cover Letter and Resume Worksheets

1. Personal Data

Name: _____

Street address: _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Cell phone _____

Home E-mail: _____ Work E-mail: _____

2. Please write your choice for the top 3 titles or positions in order of preference.

1. _____

2. _____

3. _____

3. Identify names of companies who you would like to target in your job search.

4. What would one of the above mentioned companies consider to be a perfect candidate for the position you desire?

_____ Lead/or Supporting Material