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**Resume Prep Kit**

**Dear :**

You deserve a job that does more than just “pay the bills.”

You deserve to feel happy, energized and inspired by your boss and your co-workers.

You deserve a job that feels meaningful + personally satisfying.

One that allows you to make a contribution, while building the life that you want.

Having a stellar resume isn’t the ONLY thing you need to find work that you love.

But it’s an awfully big part.

So, let’s get started!

**This Resume Prep Kit will kick off our work together.**

Please return your completed Prep Kit — and a copy of your current resume — as soon as you can. Don’t forget to choose the best date for our phone call, at the end of the Kit. My email is: elfondiler@gmail.com

Here we go!

…

Full name:

Phone:

Email:

Mailing address:

Website / blog (if you have one):

Facebook:

Twitter:

LinkedIn:

Got any other social media profiles? List them here.

Have you written any articles … produced a video … hosted a podcast … or created any other forms of content that are available online? Paste a couple of links here. Share your very best work — the pieces you’re especially proud of.

What’s your ultimate dream job? (Don’t worry if you’re “qualified” or if it’s “realistic.” Think futuristically.)

What’s a more attainable version of that “dream job” that you’re qualified to apply for right now?

**Fill in the blanks:**

“When I see \_\_\_\_\_\_\_\_\_\_\_\_\_ happening in the world, it breaks my heart. I know we can do better, and I’d love to be part of the solution.”

“I get really inspired by \_\_\_\_\_\_\_\_\_\_\_\_\_, and I’d love to be a source of that kind of inspiration to others.”

“Some of my favorite brands / companies are \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_, and I admire them because \_\_\_\_\_\_\_\_\_\_\_\_\_.”

“One thing I’m really proud of — that I don’t talk about often — is \_\_\_\_\_\_\_\_\_\_\_\_\_.”

“One thing that people often praise me / thank me for is \_\_\_\_\_\_\_\_\_\_\_\_\_, which is weird because it comes so easily to me!”

“For me, work isn’t just about \_\_\_\_\_\_\_\_\_\_\_\_\_. It’s also an opportunity to \_\_\_\_\_\_\_\_\_\_\_\_\_.”

Make a list of the top 5 most impressive things you’ve done, to date — in any area of your life.

Be as specific as possible. (Think: “I wrote over 90 articles for my school newspaper, including one that received over 1,000 views on our school blog.” Not: “I wrote for my school newspaper.”)

1.

2.

3.

4.

5.

In addition to working on your resume, would you also like help …

(Type YES next to the items that you need.)

: Editing your cover letter.

: Prepping for a networking event.

: Prepping for your next job interview.

: Writing an email to a potential mentor.

: Something else? (Describe it, here.)

Is there anything else I should know about you?

Last but not least: please choose a date + time for our phone call.

Give me three options:

**Great work!**

Once again: please send this completed Prep Kit — and a copy of your current resume — to [email]. Once I receive it, I’ll send you an email to confirm our phone date … and away we go!

*Ellen*

*Ellen Fondiler*

*Career Strategist for Millennials + Emerging Entrepreneurs|*

*Creator of*[*UNLOCKED*](http://ellenfondiler.us6.list-manage.com/track/click?u=a8d89afbc1227b209a371f0d6&id=96ffe267b1&e=21576a3835)*and*[*The Countdown*](http://ellenfondiler.us6.list-manage.com/track/click?u=a8d89afbc1227b209a371f0d6&id=8468bb1cda&e=21576a3835)