



# Keyword Mapping Worksheet

Translate a target job posting into resume language that's both honest and ATS-ready

*Navigate what's next.*

Work through this next to one real posting you'd actually apply for. One principle throughout: only map keywords to things you've genuinely done. This is translation, not invention.

## STEP 1

### Pick Your Target

Target role or title

Company (optional)

Postings I'm drawing from (aim for 3 to 5 similar ones)

**Tip:** roles with the same title vary. Pulling language from 3 to 5 similar postings reveals the keywords that repeat, and those are the ones that matter most.

## STEP 2

### Harvest the Keywords

Read the posting(s) and write down the exact words and phrases that keep coming up.

Software and tools (e.g., Salesforce, NetSuite, Tableau, Excel, Asana)

Methodologies (e.g., agile, lean, Six Sigma, project management)

Industry terms (e.g., digital transformation, automation, customer success)

Outcomes they want (e.g., cut costs, reduce risk, scale operations, improve retention)

Soft skills in modern context (e.g., cross-functional leadership, data-driven decisions)

### STEP 3

## Map Each Keyword to Your Real Experience

For each keyword that's genuinely true for you, note the proof, then draft the resume line. The first row is an example.

Keyword from posting	Your real experience (proof: a number, project, or timeframe)	The resume line you'll write
<i>Example: Cloud migration</i>	<i>Led our move from on-prem servers to AWS, 2016; approx. 500 users</i>	<i>"Led enterprise cloud migration (AWS); managed a zero-downtime transition for 500+ users"</i>

## Before You Submit: The Match Check

- **Weave keywords in naturally.** Never paste a keyword list into your resume. Integrate each term into a real accomplishment.
- **Keep it true.** Only include what you've actually done. If you've used a similar tool, say so honestly ("familiar with X given experience in Y").
- **Spot-check the match (optional).** Run your draft against the posting with a tool like [Jobscan](#) (free: 5 scans per month). Aim for roughly 75% or better, then stop. The score is a guide, not the goal.

The companion prompts in the [Resume Translation Prompt Pack](#) (Prompt 1 in particular) walk you through this same keyword-harvest step with AI doing the heavy lifting. The [30-Minute Resume Fix](#) shows you how to use these keywords inside the three-layer translation framework. For the full method, see the [Resume Modernization Guide](#).

*Know someone job-hunting who's struggling to get past the ATS? Forward this to them, no signup required.*

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Compiled by the RewiredPathways Editorial Desk

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