

Resume Content Builder

How do you use this?

How do you use this?

Employer Asks?

Identify what the employer is looking for.

- Analyze the job description and list out the qualifications (specific skills, knowledge, and experience) that an employer is asking for. Fill in column 1
- Once you've identified the qualifications, read through the job duties to see how these qualifications are being used on the job. Fill in column 2
- Rank the qualifications so you know what you need to prioritize in your resume:
 - Are there qualifications that are mentioned multiple times in the job responsibilities?
 - What qualifications are necessary to do the job on day one?
 - What is required vs. an asset?
 - What is something you will be trained on vs. something you need (e.g. knowledge of their database vs. database knowledge in general)

My Matches?

Identify experiences/outcomes that you have that relate to the employer's needs.

- List the strongest examples from your experiences (e.g. class work, paid, volunteer, and extracurricular) that demonstrate the qualifications the employer is looking for in this position. Fill in column 3
 - These examples can be used in a Summary of Skills or Highlight of Qualification section at the start of a resume.
- The experiences listed need to be written as outcome based statements to be included as bullet points under our resume's experience section. Fill in column 4.
 - It moves past listing out responsibilities, and helps the employer understand the type of employee you would be for them.

How does this help build my resume?

- Information we present in our resumes is **relevant**
- The bullet points explaining our experiences are **evidence-based**
- Resume is more tailored / customized to the position you are applying for

Resume Content Builder (T-Chart)

Employer Ask...		My Matches...	
What qualification are they looking for?	How is it being utilized in this position?	Where did I develop this skill/result?	Outcome Based Statement (Action Word + Scope + Result/Benefit)
Teamwork Skills	Work with a team, collaboratively to brainstorm new ideas and solutions to execute	Team member of P.A.U.S.E, worked with a team of 8 to brainstorm and run new events	Collaborate with 8 team members to develop and plan 5 events, 3 brand new events
Communication Skills	Answer customer questions according to company policy	Cashier at Real Canadian Superstore, spoke to customers and responded to questions about weekly deals and programs.	Answered 10+ questions from customers each shift, about deals and programs ensuring information was delivered in an accurate and friendly manner
Communication Skills	Present results in a written format e.g. final reports	<p>Research Assistant position, wrote a summary of current trends in Education</p> <p>Team member of P.A.U.S.E, edit past event plans to reflect current successes and improvements</p>	<p>Summarized conclusions from 5 peer-reviewed articles in a final report contributing to the direction of future project</p> <p>Created an events summary report for future executives to include the successes and suggestions for 3 new events</p>

Resume Content Builder (T-Chart)

Employer Ask...		My Matches...	
What qualification are they looking for?	How is it being utilized in this position?	Where did I develop this skill/result?	Outcome Based Statement <u>(Action Word + Scope + Result/Benefit)</u>