

Exercise - Tool #7: Building the “Knowledge and Skills” Section of Your Resume

This exercise should be completed for each job! Carry over a position description and the relevant key words from Exercise #6. Choose a position that aligns well with your skills, abilities, and interests and complete the first two columns below. These bullet points will go either under your experiences or in your skills section.

Key words or phrases describing what the company is looking for in a candidate (Exercise #6)	Related bullet points (Exercise #5) - If you don't have one for this key word or phrase, create one following the Exercise #5 guidelines.	Priority
Key words or phrases describing the responsibilities of the position (Exercise #6)	Related bullet points (from Exercise #5) - If you don't have one for this key word or phrase, create one following the Exercise #5 guidelines.	Priority

⇒ Go back to the job description and identify which key word or phrase seems to be most important to the company. Put a “1” in the priority column next to this key word. Repeat this until you have prioritized the entire list. (Note that you should have one running priority list that includes the key words and phrases in both sections—do not restart at “1” in the second section.) Skip any key word or phrase for which you do not have a good bullet point.



Tip: To identify the keywords for a job, highlight the top 10 things listed in the ad.

⇒ In the boxes below, rewrite your top 5–8 list of “Tell it” bullet points in order of priority.

My related “Tell it” bullet points in order of priority

The bullet points for your resume are now done for this position! If you were applying to multiple positions, you would repeat this exercise for each position to create a version of your resume specific to each job. The hard work of writing the bullet points in Exercise #6 sets you up to easily create different resumes targeted for each position that interests you.