

## Exercise - Tool #6: Building the “Knowledge and Skills” Section of Your Resume

⇒ **This exercise should be done for each job!**

⇒ Carry over a position description and the relevant key words from Exercise #5. Choose one that aligns well with your skills, abilities, and interests and complete the first two columns below.

<b>Key words or phrases describing what the company is looking for in a candidate</b> (from exercise #5)	<b>My related “Tell it” bullet points</b> (from exercise #4) (If you don’t have one for this key word or phrase, create one following the guidance in exercise #4 or, if it does not apply to you, leave this space blank.)	<b>Priority</b>
<b>Key words or phrases describing the responsibilities of the position</b> (from exercise #5)	<b>My related “Tell it” bullet points</b> (from exercise #4) (If you don’t have one for this key word or phrase, create one following the guidance in exercise #4 or, if it does not apply to you, leave this space blank.)	<b>Priority</b>

# EXERCISE#6



⇒ 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.

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

<b>My related “Tell it” bullet points in order of priority</b>

⇒ The “Knowledge and Skills” section of your resume is 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 resume specific to each job. The hard work of writing the bullet points in exercise #5 sets you up to easily create different resumes targeted for each position that interests you.

