

RESUME & CV DEVELOPMENT



**Everything You Need
to Build a Resume**

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Job Search Checklist

Job searching can feel overwhelming. It's helpful to break it down into manageable parts. **You don't have to do all of these, and there is no specific order.** For example, you can start working on your resume before you identify what you want to do. Start checking off as many of these activities as you can, and you'll find yourself on the way to a great opportunity.

Support for every phase of job searching is available in the Office of Career and Professional Development (OCPD)...and you don't have to do it all during business hours. Start by checking our website (www.wtamu.edu/career).

Know yourself.

| | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Identify personal strengths. (www.wtamu.edu/buffstrong) |
| <input type="checkbox"/> | Meet with a Strengths coach to learn how to share personal strengths during the job search. (Schedule an appointment at www.wtamu.edu/career → Handshake) |
| <input type="checkbox"/> | Complete the YouScience assessment to learn more about personality, interests, and values. (bit.ly/WTyouscience) |
| <input type="checkbox"/> | Meet with a career coach to explore YouScience results and possible careers |
| <input type="checkbox"/> | Identify three careers/jobs that I plan to pursue (Plan A, B, and C). (www.wtamu.edu/career → Career Exploration → Choosing a Major → Buff Pathways) |
| <input type="checkbox"/> | Understand and identify personal marketable skills. (www.wtamu.edu/career → Professional Development → Marketable Skills) |
| <input type="checkbox"/> | Meet with a career coach to assist in my career search. (wtamu.joinhandshake.com) |

Know where you want to work, and what you want to do.

| | |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Research organizations or companies that might hire someone with my major and skills. (To learn more about outcomes for recent WT grads, visit www.wtamu.edu/career → Career Outcomes → Employment and Salary Data) |
| <input type="checkbox"/> | Research potential career fields: typical entry-level jobs, typical salaries, best geographic locations for jobs, etc. |
| <input type="checkbox"/> | Identify at least 10 potential employers for the type of work I'm seeking. |

Get ready for the search.

| | |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Activate account and complete profile in Handshake. (wtamu.joinhandshake.com) |
| <input type="checkbox"/> | Connect with OCPD on social media to see events & opportunities. (Twitter, Facebook, Instagram - WTCareer) |
| <input type="checkbox"/> | Schedule a resume mini workshop with OCPD. (https://bit.ly/wtcareerappointment) |
| <input type="checkbox"/> | Prepare a portfolio or gathered work samples to highlight experience, skills, and talents. |
| <input type="checkbox"/> | Develop a professional introduction, AKA 30-second elevator pitch. |
| <input type="checkbox"/> | Identify professionals in my field to contact for an informational interview. (Learn more at www.wtamu.edu/career → Career Exploration → Informational Interviewing) |
| <input type="checkbox"/> | Identify at least three individuals who will serve as references. |
| <input type="checkbox"/> | Develop interview skills by practicing responses to typical interview questions and preparing good questions to ask the employer during the interview. |
| <input type="checkbox"/> | Complete a mock interview. (www.wtamu.edu/career → Professional Development → Mock Interview Program) |
| <input type="checkbox"/> | Shop for interview clothing that is appropriate for industry. (Schedule a visit to the Professional Clothing Closet for 1 free outfit per semester at https://bit.ly/wtcareerappointment) |
| <input type="checkbox"/> | Set up voicemail and have a professional message in case an employer calls. |
| <input type="checkbox"/> | Set up a neutral/professional email address to share with employers. |
| <input type="checkbox"/> | Prepare myself with work experience through related part-time jobs and/or internships. (Learn more at www.wtamu.edu/career → Job Search → Internship Information) |

Start searching.

| | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Attend every career fair related to my career goals. (www.wtamu.edu/career → Job Search → Job Fair & EXPO Information) |
| <input type="checkbox"/> | Upload resume(s) to Handshake, and fully complete my profile. (www.wtamu.edu/career → Handshake) |
| <input type="checkbox"/> | Create a LinkedIn profile, joined groups related to my career goals, developed a list of potential networking contacts, and keep in touch with them. (www.linkedin.com) |
| <input type="checkbox"/> | Set up saved job searches in Handshake, LinkedIn, and other job boards relevant to my industry. |
| <input type="checkbox"/> | Set up a weekly schedule with time set aside to search for jobs, reach out to possible contacts, schedule informational interviews, work on job applications, and follow-up on interviews and leads. |
| <input type="checkbox"/> | Follow up on every interesting job lead. |
| <input type="checkbox"/> | Follow up after sending my resume and cover letter with a phone call or email to each employer requesting a job interview. |
| <input type="checkbox"/> | Send thank you letters or emails to every person who interviews me or provides me with a job lead. |

Resume Style Guide

email@server.com

LinkedIn.com/CustomPersonalID

(###) ###-####

City, ST

OBJECTIVE – Explain why you made this resume

A **brief** statement of your goals for the resume. Sentence 1: for a tailored resume, be very specific and state the internship position title and company; for an industry resume to use online and at job fairs, state you are seeking an internship and why. Sentence 2: outline the career goals and skills or experiences you hope to learn. Sentence 3: core abilities and attributes you will bring to the company.

EDUCATION – List higher education with most advanced degree first; do not include high school

School name [spell out everything in this section – no abbreviations]

City, ST

Official degree name, Major [check college website or diploma]

projected Month 202#

- Minor
- GPA: #.#/4.0 [include if ≤ 3.0 only]
- Academic honors

RELATED COURSEWORK EXPERIENCE or PROJECT EXPERIENCE[OPTIONAL]

Course or Project Name (not number), completed date

- Only list courses or projects **directly related to the industry** and/or qualifications for the internship post
- List relevant project responsibilities, certifications, skills etc. gained in that course or project when possible

PROFESSIONAL SKILLS

- 5-7 brief statements of experience, training, and/or personal attributes that are naturally your strongest and those **most relevant** to your industry and/or the job you are applying for
- Highlight what you have to offer a company or organization right up front
- Start each bullet in skills and relevant/work experience sections with a strong action verb
- Look to your CliftonStrengths, YouScience results, and the internship description for ideas on what to include
- Be creative!

TECHNICAL EXPERIENCE [OPTIONAL]

- List technology and equipment relevant to the internship or industry

RELEVANT EXPERIENCE [OPTIONAL] – list in reverse order, i.e. put your most recent job first; verbs always past tense

Company #1

City, ST

Job Title #1

Month Year – Month Year (dates of employment)

- Can include jobs, internships, and volunteer experiences (paid and unpaid)
- Include a few bullets with direct or transferrable knowledge, skills, or abilities **directly relevant to your industry**

WORK EXPERIENCE – list in reverse order, i.e. put your most recent job first; verbs always past tense

Company #1

City, ST

Job Title #1

Month Year – Month Year (dates of employment)

- Only include bullet points if you have transferrable knowledge, skills, or abilities that are relevant in your industry or listed in the internship description; *performed X to do Y to accomplish Z* and quantify when possible

Company #2

City, ST

Job Title #2

Month Year – Month Year (dates of employment)

ACTIVITIES AND HONORS [OPTIONAL]

- List the most recent first; include position title and dates if relevant
- College activities only

Resume Sample: Beatrice Ann Intern

bi999999@buffs.wtamu.edu

LinkedIn.com/CodingBea

(806) 110-0010

Austin, TX

OBJECTIVE

Looking to explore future career options as an Intern at High Tech Texans, LLC. Seeking experiences in a fast-paced, innovative, and well-respected company where I can observe the day-to-day life of professional user experience designers and practice coding skills. Will bring high curiosity, dedication to applying technological solutions to everyday problems, and passion for efficiency and multitasking to this internship.

EDUCATION

West Texas A&M University

Bachelor of Science, Major: Computer Science with a Data Science Track

Canyon, TX

projected Dec 2026

- GPA: 3.9/4.0

RELATED COURSEWORK EXPERIENCE

Programming Principles I, completed Dec 2024

Computer Organization and Assembly Language, expected completion May 2025

PROFESSIONAL SKILLS

- Guided by curiosity in work and school
- Makes connections between cross-disciplinary interests for unique technical solutions
- Assesses the big picture and is careful of details at the same time
- Focuses on projects intensely for long periods
- Passionate about building a future using technology and AI ethically and creatively to help all people

TECHNICAL EXPERIENCE

- Programming languages: HTML, Python, Javascript, R
- Workplace tools: Google Workplace, iWork, Slack, Microsoft Office

RELEVANT EXPERIENCE

Apple Genius Bar

Austin, TX

Genius

Nov 2021 – Jul 2023, May 2024 – Aug 2024

- Assisted customers in troubleshooting technical issues, including recovering essential documents and multimedia, to improve customer experience
- Increased understanding of Apple hardware and software for repairs and updates

MonkeyRun

Austin, TX

App Creator

May 2022 – Feb 2023

- Created app game useable by people with low vision or blindness to increase accessible entertainment
- Learned coding languages using online resources and trial and error
- Earned \$10,390 over two years of app sales

WORK EXPERIENCE

Aramark

Canyon, TX

University Food Prep Assistant

Aug 2023 – May 2024, Aug 2024 – May 2025

ACTIVITIES AND HONORS

Association for Computing Machinery, Secretary

Aug 2023 - present

Cover Letter Style Guide [MATCH HEADING TO YOUR RESUME]

email@server.com

LinkedIn.com/CustomPersonalID

(###) ###-####

City, ST

Date of letter

Name of recruiter or hiring manager [Mr./Ms. FIRST LAST]

Title of recruiter or hiring manager

Company Name

Company Street Address

Company City, State ZIP

How to Submit:

- 1) For online applications, save as a PDF and upload in the documents section
- 2) When emailing a resume, copy and paste your cover letter into the the body of email

Dear Mr./Ms. LAST NAME:

1st PARAGRAPH – why you are writing, name of the position or role you are seeking, and company or organization; share how you heard about the opening or organization.

MIDDLE PARAGRAPHS – Explain why you are particularly interested in this company – read their mission, vision, and strategic plan to help. Let your passion and purpose for your industry shine through. I.e. share a story about how you found your interest in the industry or a specialty you are particularly interested in. Share one or two qualifications you think would be of greatest interest to the employer and examples from your professional history that give weight to your skills in that area. Indicate any related experience, educational background, or specialized training that might increase your employability and set you apart from other candidates. Explain anything unusual on your resume, i.e. career gaps or industry changes. Then refer the reader to your enclosed resume. If applicable, indicate your willingness to relocate.

LAST PARAGRAPH – close with information on how you plan to follow up. Give an approximate period in which you will re-contact the company to further discuss employment opportunities. Don't say "I look forward to hearing from you." Keep the ball in your court!

Sincerely,

Signature [Optional]

Your typed name

Questions?

WTAMU Office of Career and
Professional Development

Classroom Center
CC 113

(806) 651-2345

wtcareer@wtamu.edu

General Tips –

- Write to someone in particular
- Make **zero** grammatical errors – visit the Writing Center for help
- Personalize your content (mention the name of the company or its product as appropriate)
- Use professional format and present a good appearance (no smudges, running off edges, etc.)
- Target YOUR skills and experience as they apply to the job sought
- Define the next step

Cover Letter Sample: Beatrice Ann Intern

bi999999@buffs.wtamu.edu

LinkedIn.com/CodingBea

(806) 110-0010

Austin, TX

October 12, 2024

Ms. Dorothy Frizzle
Owner
High Tech Texans, LLC.
1245 Flooded Ln.
Houston, TX 72058

Dear Ms. Frizzle:

I am writing to express my strong interest in the internship position at High Tech Texans, LLC. As a sophomore Computer Science major at West Texas A&M University with a focus on Data Science, I am eager to apply my skills and passion for technology in a professional setting.

I am particularly drawn to High Tech Texans, LLC because of your reputation for innovation and your focus on user experience design. I am excited about the opportunity to observe and learn from professional UX designers in a woman-owned business while also applying and expanding my coding skills.

My academic background has provided me with a solid foundation in programming principles and computer organization. I am proficient in several programming languages, including HTML, Python, JavaScript, and R, and I have hands-on experience with various workplace tools such as Google Workplace, iWork, Slack, and Microsoft Office. My time as an Apple Genius further honed my technical troubleshooting skills and deepened my understanding of hardware and software interactions. This experience has instilled in me a strong customer service ethic and the ability to explain complex technical concepts to a diverse audience.

What sets me apart is my practical experience in app development. I successfully created and launched MonkeyRun, an accessible game app for people with low vision or blindness. This project not only showcased my coding skills but also demonstrated my ability to learn independently and create innovative solutions to real-world problems to help support the people in our community.

As a dedicated and curious individual with a passion for using technology to improve people's lives, I believe I would be a valuable addition to your team. I am eager to contribute my skills, learn from your experienced professionals, and help drive innovation at High Tech Texans, LLC. Thank you for considering my application. I will reach out on October 19th to confirm receipt of my application and provide any other needed information.

Sincerely,

Bea Ann Intern

Reference Content for Job Applications [Match Header to Your Resume]

email@server.com | YourWebsite.com | linkedin.com/CustomPersonalID | (###) ###-#### | City, ST

REFERENCES

Name of reference #1

Official title (current role)

Name of current Company or Organization

Relationship to you [supervisor, colleague, etc.]

(###) ###-####

email@company.com

Name of reference #2

Official title (current role)

Name of current Company or Organization

Relationship to you [supervisor, colleague, etc.]

(###) ###-####

email@company.com

Name of reference #1

Official title (current role)

Name of current Company or Organization

Relationship to you [supervisor, colleague, etc.]

(###) ###-####

email@company.com

How to Submit:

Each company wants references at a different point in the process. Prep your list with other job materials so they are ready to go.

Submission requests may be:

- 1) Part of an online application fillable form – copy and paste information to prevent errors
- 2) Part of an online application upload requirements – upload as a PDF
- 3) At the interview – always print and take copies with you
- 4) After a job offer – email as a pdf when requested

General Tips –

- If the job post instructs you to list a certain number of references, **provide that exact number**, otherwise, you will typically provide 3 – 5.
- Don't use family members as references.
- List your most relevant references first.
- Use professional format and present a good appearance (no smudges, running off edges, etc.).
- ASK your references if they can give you a **positive reference** before listing them on your references page.
- Once you have asked a reference for a recommendation, let them know the **specific** type of job you are seeking. Ask them to let you know if they hear of something. You never know who may come across a job opening that might interest you.
- Periodically stay in touch with your references and update them on your job search. Let them know when you have interviewed so they can be prepared for a reference call. And let them know when you accept a job.



Graduate School Application Checklist

Job searching can feel overwhelming. It's helpful to break it down into manageable parts. **You don't have to do all of these, and there is no specific order.** For example, you can start working on your resume before you identify what you want to do. Start checking off as many of these activities as you can, and you'll find yourself on the way to a great opportunity.

Support for every phase of job searching is available in the Office of Career and Professional Development (OCPD)...and you don't have to do it all during business hours. Start by checking our website (www.wtamu.edu/career).

Know yourself.

| | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Identify personal strengths. (www.wtamu.edu/buffstrong) |
| <input type="checkbox"/> | Meet with a Strengths coach to learn how to share personal strengths during the job search. (Schedule an appointment at www.wtamu.edu/career → Handshake) |
| <input type="checkbox"/> | Complete the YouScience assessment to learn more about personality, interests, and values. (bit.ly/WTyouscience) |
| <input type="checkbox"/> | Meet with a career coach to explore YouScience results and possible careers |
| <input type="checkbox"/> | Identify three graduate degrees based on personal strengths and attributes. |
| <input type="checkbox"/> | Meet with a trusted mentor or advisor to discuss next steps in your academic and career journey. |

Know where you want to work, and what you want to do.

| | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Research potential graduate degree plans and the types of careers they often lead to – narrow down to a single graduate degree you will pursue. Revisit your YouScience results to help. (bit.ly/WTyouscience) |
| <input type="checkbox"/> | Research universities that offer the degree program and assess for fit based on location, time frame, cost, faculty engagement, etc. |
| <input type="checkbox"/> | Identify at least 5 programs you are interested in applying to. |

Get ready for the search.

| | |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Activate account and complete profile in Handshake. (wtamu.joinhandshake.com) |
| <input type="checkbox"/> | Connect with OCPD on social media to see events & opportunities. (Twitter, Facebook, Instagram - WTCareer) |
| <input type="checkbox"/> | Complete standardized tests required. |
| <input type="checkbox"/> | Draft CV and personal statements. Use WT Writing Center to proof personal statements. |
| <input type="checkbox"/> | Schedule a CV Review appointment with OCPD. (https://bit.ly/wtcareerappointment) |
| <input type="checkbox"/> | Request copies of transcripts from colleges and universities. |
| <input type="checkbox"/> | Prepare a portfolio or gathered work samples to highlight experience, skills, and talents. |
| <input type="checkbox"/> | Develop a professional introduction, AKA 30-second elevator pitch. |
| <input type="checkbox"/> | Identify professionals who attended the schools you are applying to for an informational interview. (Learn more at www.wtamu.edu/career → Career Exploration → Informational Interviewing) |
| <input type="checkbox"/> | Identify at least three individuals who will serve as references and ask for recommendation letters. |
| <input type="checkbox"/> | Develop interview skills by practicing responses to typical interview questions and preparing good questions to ask the employer during the interview. |
| <input type="checkbox"/> | Complete a mock interview. (www.wtamu.edu/career → Professional Development → Mock Interview Program) |
| <input type="checkbox"/> | Shop for interview clothing that is appropriate for industry. (Schedule a visit to the Professional Clothing Closet for 1 free outfit per semester at https://bit.ly/wtcareerappointment) |
| <input type="checkbox"/> | Set up voicemail and have a professional message in case an employer calls. |
| <input type="checkbox"/> | Set up a neutral/professional email address to share with universities. |
| <input type="checkbox"/> | Prepare with experience through related part-time jobs, internships, and projects. (Learn more at www.wtamu.edu/career → Job Search → Internship Information) |

Start searching.

| | |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Attend Graduate & Professional Schools Fair. (www.wtamu.edu/career → Job Search → Job Fair & EXPO Information) |
| <input type="checkbox"/> | Create a LinkedIn profile, follow faculty and universities of interest, develop a list of potential networking contacts, and keep in touch with them. (www.linkedin.com) |
| <input type="checkbox"/> | Set up a schedule to make regular progress on submitting applications with time to tailor CVs and personal statements, informational interviews, networking, and application submission. |
| <input type="checkbox"/> | Follow up with graduate programs after submitting applications. |
| <input type="checkbox"/> | Send thank you letters or emails to every person who interviews me. |

DON'T LET ATS DITCH YOUR RESUME

WHY YOU NEED TO KNOW ABOUT APPLICANT TRACKING SYSTEMS (ATS):

- **70-80% of resumes screened by ATS do not meet minimum requirements** and are placed as the lowest priority among competing resumes, so a person may never review them.
- Using the samples in this packet as a guide and following the tips below **will double your chances of getting an interview** for each application.

WHAT IS ATS?

Applicant Tracking Systems streamline the hiring process and are used by many companies and organizations. These systems help to distribute job posts, screen resumes, and serve as a common access point to applications for all staff involved in the hiring process.

You will know an employer uses ATS if the application is highly detailed and asks you to fill out a lengthy application OR if you upload a resume and it auto-populates a form.

FAIL ATS:

- Use templates from Microsoft Word, Google Docs, Canva, online websites, etc.
 - ATS rejects 99% of graphic/highly designed resumes
- Copy and paste extensively from GenAI platforms with no editing or refining
- Use columns without bullet points; use any tables
- Include pictures, icons, or other images

PASS ATS:

- Focus on highlighting knowledge, skills, and abilities (KSAs) through targeted use of **keywords**
 - Include both **technical skills** and **interpersonal competencies**
 - Start each bullet point with an **action verb that connects to the KSA** you are highlighting
 - Recommended content for each bullet point: **performed X to do Y to accomplish Z**
- Include **51% or higher** of the KSAs listed in the job description
 - Job descriptions list **67 KSAs** on average
 - Use GenAI to help you identify and prioritize KSAs for a specific job post
- Use standard section headings to help ATS identify where to sort information – always use the word **experience** for sections like work history and technical skills
- For work history, instead of using *current* or *present* in the date range, list the month and year when you finalize the resume
- Are created in **Microsoft Word** and converted to **PDF** before uploading
 - **HINT:** You can download Microsoft Office for free as a WTAMU student
- Fill out the complete application thoroughly in addition to submitting a resume
- Only use a single font style and do not use more than 3 font sizes

DON'T Forget:

After ATS ranks your resume, it must then appeal to a person. Write with both ATS standards and a knowledgeable supervisor in mind.

Formatting Your Resume: Cheat Sheet

- **Microsoft Word is your friend.** In Buff Connect, you have free access to Microsoft 365, including Word
 - a. Save final versions as a PDF before sending to an employer
 - b. Do NOT use Google Docs or Canva
 - c. Steer clear of using templates in any format
- **Change your paragraph settings:** Spacing before/after (0/0), Line spacing (single),
- **Select an appropriate font** (Garamond, Arial, Calibri, Helvetica, Georgia, Cambria, TNR, Avenir)
 - a. Fonts: 1-2
 - b. Font sizes: 3 or less
- **Create your Headline:**
 - a. Add your Name (in the biggest font - typically 18-22-point font); Phone, Email (remove hyperlink) in a smaller font. City/ST and portfolio web address are optional.
 - b. If you have a robust LinkedIn profile and/or a professional portfolio, consider linking those in your header as well. (Be sure to create and use a custom short link in your LinkedIn profile.)
 - c. Your header can be all center aligned, or a combination of left and right aligned. Whatever you decide. Here are some examples:



Bucky Buffalo

Canyon, TX | bbuffalo@wtamu.edu | 806.651.2345

Bucky Buffalo

buffalo@wtamu.edu | 806.651.2345

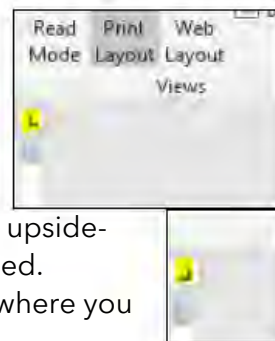
- **Add lines** - shortcuts may not work on all Microsoft versions (these can be used in your header, as shown above, and/or in your section headers):
 - a. For single line, type three hyphen keys --- and hit Enter
 - b. For a single bold line, type shift + three hyphen keys (or three underscore strokes) ___ and hit Enter
 - c. For a double line, type three equal signs === and hit Enter
 - d. For a single line, thick line, single line, type three hashtag signs ### and hit Enter
- **Section Headings:** 14-point font - Bold, maybe underlined
- **Text:** 10 -12-point font
- **General Formatting:**
 - a. No pronouns (I, me, my, you) or punctuation, other than a comma or semicolon, anywhere (except for your objective statement if you chose to have one)
 - b. 1 full page. Margins: as small as .5" all the way, but the page must look full.
 - i. 2nd page allowed if you have worked professionally for 5 or more years.
 - c. Use all the space on a line. Consider things left and right aligned.
 - d. Use all caps section headings, bullet points, bold and italics, and spacing to help eyes skim quickly.

- e. Everything is in reverse chronological order (current first followed by events that happened in the past)

- **Use Tab Stops** (this allows you to fit more information into one line without using the space bar or multiple tabs to move information to the right):

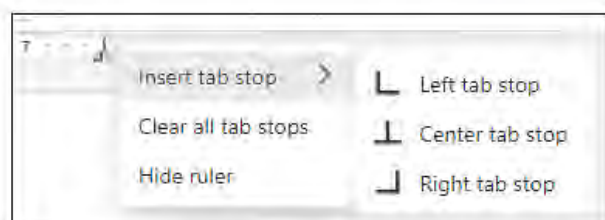
- a. On Microsoft Word Desktop App:

- i. Click View, click the box to show the ruler.
- ii. Click the "L" on the top left corner.
 1. When you click it, it moves shapes: the L is the left tab, the upside-down T is the center tab and the backwards L is right aligned.
 2. Select the tab you want to edit and then click on the ruler where you want it to align.



- b. On Microsoft Word 365:

- i. Click View, click the box to show the ruler.
- ii. Place your cursor on the line you wish to work on.
- iii. On the ruler, on the right side, click once to see this menu.
- iv. Click > after "Insert tab stop" then select the tab stop you wish to use.



- c. Example:

West Texas A&M University

Bachelor of Science, Chemistry, GPA 3.98/4.00

Canyon, TX

May 202#

- **Create SEPARATE files**, with the exact same headline, for your:
 - a. Resume
 - b. Cover Letter
 - c. References
- **Always save as a Word document AND as a PDF!** You'll ALWAYS turn in the PDF.
 - a. Consider saving your documents the following: (First initial Last name)(file type)(company)
 - o For example: BBuffalo.resume.DreamersCompany **OR** BBuffalo_References_DreamersCompany
 - o Pick a style that works for you and be consistent.
- **Bonus Pro-Tips:**
 - a. Create a "master resume" with everything you do at each position and the value/impact you've brought to the position.
 - i. You'll thank us later. We promise, in a few years, you won't remember everything you were doing this year.
 - ii. More importantly, this allows you a "bank" of bullet points to choose from and customize when applying for a variety of positions.
 - iii. You'll NEVER turn this resume in. It's just for you, so don't worry about the length.
 - iv. Don't forget to add certifications, honors, professional development as well!
 - b. Save a copy of every job description you apply for along with the resume you created for that position. Companies will remove them off websites when they close the position. When they call for an interview, it will give you great hints about what to expect in an interview!

GATHER INFORMATION

PART I

WHICH TYPE OF RESUME WILL YOU CREATE TODAY? ☐ Tailored ☐ Industry

NAME YOU WILL USE PROFESSIONALLY:

PROFESSIONAL EMAIL:

PHONE NUMBER:

HOME CITY, STATE:

WEBSITE ADDRESS:

LINKEDIN ADDRESS:

EDUCATION DETAILS:

1.

| | | |
|---------------------------------------|------------|------------------------------|
| <hr/> | | <hr/> |
| University or college name | | Location City, State |
| <hr/> | <hr/> | <hr/> |
| Degree (Bachelor of...), Major, Minor | GPA (>3.0) | Date Graduated or Graduating |
2.

| | | |
|---------------------------------------|------------|------------------------------|
| <hr/> | | <hr/> |
| University or college name | | Location City, State |
| <hr/> | <hr/> | <hr/> |
| Degree (Bachelor of...), Major, Minor | GPA (>3.0) | Date Graduated or Graduating |
3.

| | | |
|---------------------------------------|------------|------------------------------|
| <hr/> | | <hr/> |
| University or college name | | Location City, State |
| <hr/> | <hr/> | <hr/> |
| Degree (Bachelor of...), Major, Minor | GPA (>3.0) | Date Graduated or Graduating |

WRITE AN IMPACTFUL OBJECTIVE

FILL IN THE BLANKS

_____ pursuing the position of
Descriptive noun phrase

_____ with _____ and aiming to
Job title or type Company name or industry

leverage _____ and _____
Knowledge/skill/ability Knowledge/skill/ability

to contribute to the _____.
type of work or culture

EXAMPLES:

- Motivated biology graduate pursuing research assistant position in molecular biology laboratory.
- Recent finance graduate aiming to leverage quantitative analysis abilities in an investment banking role.
- Aspiring software developer eager to contribute to innovative projects in a dynamic tech environment.
- Recent animal science graduate seeking quality assurance role in food production to apply knowledge of food safety and product development.

THE GREEN SHEET: COMMUNICATE YOUR STRENGTHS

1. CLIFTONSTRENGTHS

List words and phrases that resonate with you from your **CliftonStrengths** report and **Strengths Language for Resumes** chart.

| | |
|-----------------------|--|
| <input type="radio"/> | |
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2.YOUSCIENCE

List words and phrases that resonate with you from your **YouScience** report.

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|-----------------------|--|
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3. NACE CAREER COMPETENCIES

Review **Competencies for a Career-Ready Workforce** and consider how confident you feel for each.

Then, list the **8 competencies** from highest to lowest confidence. **Circle the top 3** to use when drafting a professional profile.

| | |
|-----------------------|--|
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| <input type="radio"/> | |

4. PROFESSIONAL VALUES

Complete the **Dare To Lead values** exercise in this packet.






Then, list the **5 values** you selected, starting with the most important one.

| | |
|-----------------------|--|
| <input type="radio"/> | |
| <input type="radio"/> | |
| <input type="radio"/> | |
| <input type="radio"/> | |
| <input type="radio"/> | |

5. COMMUNICATE YOUR STRENGTHS

Select a strength, aptitude, value or competency to help you succeed in your industry. You may combine related traits.

Start with an action verb and draft a bullet point

| | |
|---------------------------------------------------------------------------------------|--|
|  | |
|  | |
|  | |
|  | |
|  | |

| | Discipline | Descriptors | Who am I? |
|------------|------------|--------------------|-----------------|
| Discipline | | detail-oriented | organizer |
| | | organized | planner |
| | | efficient | self-controller |
| | | meticulous | structurer |
| | | structured | |
| Empathy | | neat | |
| | | timely | |
| | | planned | |
| | | listening | confidant |
| | | expressive | expresser |
| Focus | | aware | sage |
| | | intuitive | listener |
| | | confidential | resonator |
| | | helpful | |
| | | goal-oriented | concentrator |
| Futuristic | | persevering | director |
| | | driven | guide |
| | | efficient | goal setter |
| | | progress-aware | |
| | | selective | |
| Harmony | | distraction-averse | |
| | | creative | forecaster |
| | | inspiring | visionary |
| | | vivid | predictor |
| | | anticipating | imagineer |
| Ideation | | imaginative | anticipator |
| | | expressive | |
| | | communicating | |
| | | perceptive | |
| | | future-oriented | |
| Harmony | | practical | mediator |
| | | concrete | negotiator |
| | | collaborative | arbitrator |
| | | agreeable | ambassador |
| | | task-oriented | diplomat |
| Ideation | | | pragmatist |
| | | | peacemaker |
| | | spontaneous | inventor |
| | | creative | creator |
| | | innovative | designer |
| Harmony | | collaborative | artist |
| | | artistic | innovator |
| | | insightful | brainstormer |
| | | resourceful | novelist |
| | | | |

| | |
|-----------|---------|
| organized | planner |
|-----------|---------|

| | | | |
|------------|--------------------|------------|-----------------|
| Discipline | eminent | meticulous | self-controller |
| | structured | structured | structurer |
| | neat | neat | |
| | timely | timely | |
| Empathy | planned | | |
| | listening | | confidant |
| | expressive | expressive | expresser |
| | aware | aware | sage |
| | intuitive | | listener |
| | confidential | | resonator |
| | helpful | | |
| | goal-oriented | | concentrator |
| Focus | persevering | | director |
| | driven | | guide |
| | efficient | | goal setter |
| | progress-aware | | |
| | selective | | |
| | distraction-averse | | |
| | creative | | forecaster |
| | inspiring | | visionary |
| Futuristic | vivid | | predictor |
| | anticipating | | imager |
| | imaginative | | anticipator |
| | expressive | | |
| | communicating | | |
| | perceptive | | |
| | future-oriented | | |
| | practical | | mediator |
| Harmony | concrete | | negotiator |
| | collaborative | | arbitrator |
| | agreeable | | ambassador |
| | task-oriented | | diplomat |
| | | | pragmatist |
| | | | peacemaker |
| | spontaneous | | inventor |
| | creative | | creator |
| Ideation | innovative | | designer |
| | collaborative | | artist |
| | artistic | | innovator |
| | insightful | | brainstormer |
| | resourceful | | novelist |

| | Descriptors | Who am I? |
|-------------------|--------------------|---------------------|
| Includer | accepting | acceptor |
| | tolerant | inviter |
| | interactive | assimilator |
| | perceptive | barrier-buster |
| Individualization | others-oriented | |
| | welcoming | |
| | integrating | |
| | aware | customizer |
| Input | perceptive | observer |
| | people-oriented | acceptor |
| | strengths-oriented | |
| | fair | |
| Intellecion | accurate | |
| | insightful | |
| | diverse | |
| | resourceful | collector |
| Learner | collecting | absorber |
| | inquisitive | curator |
| | utility-aware | circulator |
| | generous | |
| Maximizer | well-read | |
| | knowledgeable | |
| | investigative | |
| | introspective | thinker |
| | intellectual | philosopher |
| | philosophical | discussant |
| | in-depth | writer |
| | reflective | blogger |
| | thinking | |
| | driven | |
| | curious | student |
| | interested | explorer |
| | inquisitive | discoverer |
| | open-minded | self-helper |
| | studious | continuous-improver |
| | passionate | expert |
| | competent | |
| | selective | leader |
| | strengths-oriented | driver |
| | quality-oriented | clarifier |
| | results-oriented | persuader |
| | discriminating | challenger |
| | sorting | quality controller |

| | Descriptors | Who am I? |
|----------------|------------------|----------------|
| Positivity | fun | energizer |
| | optimistic | optimist |
| | hopeful | encourager |
| | generous | influencer |
| Relator | enthusiastic | performer |
| | energetic | celebrator |
| | joyful | recognizer |
| | influential | enthusiast |
| Responsibility | lighthearted | promoter |
| | friendly | friend |
| | caring | loyalist |
| | authentic | caretaker |
| Restorative | genuine | |
| | transparent | |
| | truthful | |
| | diligent | owner |
| Self-Assurance | conscientious | committer |
| | loyal | servant |
| | driven | responder |
| | dependable | volunteer |
| Significance | serious | |
| | committed | |
| | responsive | |
| | independent | |
| | problem-oriented | fixer |
| | driven | troubleshooter |
| | investigative | investigator |
| | responsive | rehabilitator |
| | insightful | |
| | independent | influencer |
| | certain | director |
| | confident | risk-taker |
| | self-aware | leader |
| | self-sufficient | |
| | instinctive | |
| | stable | |
| | persistent | |
| | credible | performer |
| | successful | seeker |
| | visible | |
| | influential | |
| | desirous | |
| | independent | |
| | professional | |

| | Descriptors | Who am I? |
|-----------|--------------------|-------------------|
| Strategic | creative | selector |
| | clear | thinker |
| | option-aware | strategist |
| | intuitive | sorter |
| WOO | future-oriented | evaluator |
| | anticipating | pathfinder |
| | selective | planner |
| | thoughtful | |
| | insightful | |
| | charming | socializer |
| | interactive | conversationalist |
| | socially proactive | greeter |
| | influential | engager |
| | outgoing | initiator |
| | gregarious | networker |
| | engaging | prospector |
| | initiating | |
| | socially energetic | |

Take the **CliftonStrengths**
Assessment Today!
www.wtamu.edu/buffstrong





you science

Why YouScience?

Use your results for:

- Career Exploration
- Major/Career path assistance
- Career Development, such as Resumes, Cover Letters, Scholarship Essays, and more!
- Personal Development
- Understand yourself more

YouScience is not just for picking your major...it is SO much more!



Explore YOU!

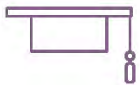
After you take the assessment, schedule a YouScience Exploration & Follow Up appointment in Handshake at <https://bit.ly/WTappt> to dive into your results with one of our staff.

Get Started

Go to signin.youscience.com

(806) 651-2345 | wtcareer@wtamu.edu | CC 113

Competencies for a Career-Ready Workforce



Career & Self Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



Equity & Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.



Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.



Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.



What Is Career Readiness?

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.



List of VALUES

Accountability
Achievement
Adaptability
Adventure
Altruism
Ambition
Authenticity
Balance
Beauty
Being the best
Belonging
Career
Caring
Collaboration
Commitment
Community
Compassion
Competence
Confidence
Connection
Contentment
Contribution
Cooperation
Courage
Creativity
Curiosity
Dignity
Diversity
Environment
Efficiency
Equality

Ethics
Excellence
Fairness
Faith
Family
Financial stability
Forgiveness
Freedom
Friendship
Fun
Future generations
Generosity
Giving back
Grace
Gratitude
Growth
Harmony
Health
Home
Honesty
Hope
Humility
Humor
Inclusion
Independence
Initiative
Integrity
Intuition
Job security
Joy
Justice

Instructions:

- Have a pen or highlighter
- Set a timer for 60 seconds and press start
- Choose **5 values** that you connect with most strongly
- Add your own if you don't see one you want to include

Kindness
Knowledge
Leadership
Learning
Legacy
Leisure
Love
Loyalty
Making a difference
Nature
Openness
Optimism
Order
Parenting
Patience
Patriotism
Peace
Perseverance
Personal fulfillment
Power
Pride
Recognition
Reliability
Resourcefulness
Respect
Responsibility
Risk-taking
Safety
Security
Self-discipline
Self-expression

Self-respect
Serenity
Service
Simplicity
Spirituality
Sportsmanship
Stewardship
Success
Teamwork
Thrift
Time
Tradition
Travel
Trust
Truth
Understanding
Uniqueness
Usefulness
Vision
Vulnerability
Wealth
Well-being
Wholeheartedness
Wisdom

Write your own:

TAILOR YOUR RESUME FOR AN ORGANIZATION OR INDUSTRY

KNOW THE INDUSTRY

| Resource | Link | Helpful tips |
|--------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| YouScience | SignIn.YouScience.com | Use Buff student email to create account. Must complete assessment; then browse Find Best Fit Careers . |
| O*NET Online | OnetOnline.org | Search by job title or browse by career cluster. Select custom in a career summary page, choose skills, abilities, knowledge, and education , then click GO . |
| Occupational Outlook Handbook | bls.gov/ooh | Search by job title or browse by career cluster. Read What They Do for core job qualifications. |
| Career OneStop: Competency Model Clearinghouse | CareerOneStop.org/CompetencyModel | Browse under Industry Models . Interactive – click the competency for specifics. |
| Career OneStop: Professional Association Finder | CareerOneStop.org/Toolkit/Training/find-professional-associations.aspx | Think of industry and occupation as synonyms to cast a wide net. Many professional organizations offer job boards for members! |

KNOW THE COMPANY

| Resource | Link | Helpful tips |
|--------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------|
| Organization's website! | Google it | Read through mission, vision, and strategic plans. |
| Better Business Bureau | BBB.org | Read reviews and look at ranking. |
| Glassdoor | GlassDoor.com | Read reviews from current and previous employers. |
| LinkedIn | LinkedIn.com | Follow the company profile. Look for WTAMU alumni that work[ed] there. Browse profiles for current employees. |

WHAT IS A CAREER CONVERSATION?

A career conversation, also known as an informational interview, is a meeting or discussion where a person seeks insights, advice, and information about a particular career field, industry, or organization from someone already established in that area.

The primary purpose is to gather **first-hand knowledge and perspective** rather than to secure a job. These conversations allow the inquirer to:

1. Learn about day-to-day responsibilities in a specific role
2. Understand industry trends and challenges
3. Gain advice on career paths and skill development
4. Expand their professional network
5. Get a realistic view of the work environment and culture

These interviews are typically informal and can occur in person, over the phone, or via video call. They're valuable for career exploration, decision-making, and building professional relationships.

To schedule a career conversation:

1. Find interesting people in your industry or targeted organization through:
 - Existing in-person network
 - LinkedIn network and searching
 - Other social media
2. Make a list of professionals with the experience and connections you are interested in
3. Contact: prioritize phone calls if possible, then email, then DMs
 - Introduce yourself and include your connection to the person
 - Ask for a 15-minute meeting
 - Share why you are interested in learning from them
 - If they don't respond, following up once is okay. Then move on.
4. Prepare questions ahead of time
5. Dress professionally and be on time
6. Follow up with a thank you note and add them to your contacts and LinkedIn network

Action Verbs to Help Your Skills Shine

Accomplishment Verbs

| | | | | |
|------------------|------------------|----------------------------|----------------|--------------------|
| achieved | *earned | expanded | improved | pioneered |
| reached | reduced (losses) | resolved (problems) | restored | spearheaded |
| succeeded | surpassed | transformed | unified | |

Accounting and Finance Verbs

| | | | | |
|---------------------|----------------|-------------------|-----------------|------------------|
| administered | allocated | analyzed | appraised | audited |
| balanced | budgeted | calculated | computed | developed |
| forecasted | managed | marketed | planned | projected |
| recovered | researched | | | |

Adaptability Verbs

| | | | | |
|------------------------------|---------------------|--------------------|-------------------|---------------------------|
| accommodated | adapted | adjusted | changed | coped |
| embraced (challenges) | experimented | improvised | integrated | managed (conflict) |
| navigated | overcame | prioritized | recovered | |
| remained flexible | transformed | | | |

Clerical or Detail Verbs

| | | | | |
|-----------------|--------------|-----------------|------------------|-------------|
| approved | arranged | catalogued | classified | collected |
| compiled | dispatched | executed | generated | implemented |
| inspected | monitored | operated | organized | prepared |
| processed | purchased | recorded | retrieved | screened |
| specified | systematized | tabulated | validated | |

Coachability Verbs

| | | | | |
|------------------------------------------|--------------------------------|-----------------------------|------------------|-----------------------|
| accepted (constructive criticism) | accepted responsibility | considered | grew | learned |
| managed (expectations) | respected | responded (to input) | reflected | took direction |
| took ownership | | | | |

Communication Verbs

| | | | | |
|--------------------|---------------------|---------------------|------------------------------|-------------------|
| addressed | answered | arbitrated | articulated | arranged |
| authored | briefed | bridged | built (relationships) | campaigned |
| coached | collaborated | committed | composed | convinced |
| conferred | conveyed | corresponded | counseled | debated |
| defined | demonstrated | described | developed | directed |
| discussed | disseminated | drafted | documented | edited |
| enlisted | enlivened | expressed | facilitated | formulated |
| ignited | illustrated | influenced | informed | instructed |
| interpreted | interviewed | lectured | listened | lobbied |
| mediated | moderated | negotiated | participated | persuaded |
| prepared | presented | presided | promoted | publicized |
| reconciled | recruited | reviewed | spoke | summarized |

*Words in bold are highly recommended for ATS review.

| | | | | |
|------------|-------|--|--|--|
| translated | wrote | | | |
|------------|-------|--|--|--|

Creative Verbs

| | | | | |
|-------------------|-----------------------|--------------------|-------------------|-------------------|
| acted | conceptualized | created | customized | designed |
| developed | directed | established | fashioned | forged |
| founded | illustrated | initiated | instituted | integrated |
| introduced | invented | originated | performed | piloted |
| pioneered | planned | revitalized | shaped | |

Helping Verbs

| | | | | |
|------------------|--------------------|-------------------|------------------|--------------------|
| advocated | assessed | assisted | cared | clarified |
| coached | considered | counseled | demonstrated | diagnosed |
| educated | empathized | encouraged | expedited | facilitated |
| familiarized | guided | listened | mentored | motivated |
| referred | rehabilitated | related | represented | respected |
| supported | sympathized | understood | | |

Initiative

| | | | | |
|-------------------|------------------|----------------|------------------|-----------------|
| arranged | conceived | created | dedicated | designed |
| developed | devised | enabled | enhanced | ensured |
| formulated | initiated | invent | innovated | originated |
| packaged | prepared | produced | reached | refined |
| reshaped | resolved | solved | | |

Instruction + Teaching Verbs

| | | | | |
|--------------------|------------------|--------------------|----------------|-------------------|
| adapted | advised | clarified | coached | communicated |
| coordinated | demystified | developed | enabled | encouraged |
| evaluated | explained | facilitated | guided | informed |
| instructed | persuaded | set (goals) | stimulated | trained |

Leadership & Management Verbs

| | | | | |
|---------------------|---------------------|------------------|-------------------|------------------|
| accelerated | administered | analyzed | assigned | attained |
| chaired | conducted | consolidated | contracted | controlled |
| coordinated | delegated | developed | directed | elected |
| employed | empowered | enacted | endorsed | engaged |
| envisioned | evaluated | exceeded | executed | expanded |
| explored | facilitated | fostered | furthered | grouped |
| guided | headed | hired | implemented | improved |
| increased | initiated | inspired | instituted | learned |
| led | leveraged | maintained | managed | marketed |
| mastered | mentored | monitored | motivated | obtained |
| officiated | organized | oversaw | performed | planned |
| prioritized | produced | promoted | recommended | reduced |
| repositioned | retained | reviewed | revised | scheduled |
| strengthened | supervised | trimmed | turned around | undertook |

Organization & Implementation

| | | | | |
|---------------------|--------------------|-----------------|---------------------|-----------------|
| advised | analyzed | arranged | budgeted | cataloged |
| collaborated | consulted | compared | compiled | completed |
| computed | decreased | distributed | enlarged | examined |
| expanded | facilitated | generated | improvised | increased |
| indexed | leveraged | modified | orchestrated | oversaw |

*Words in bold are highly recommended for ATS review.

| | | | | |
|-------------------|------------------|---------------------|---------------------|-----------------|
| redesigned | reorganized | restructured | revamped | reviewed |
| revised | scheduled | sponsored | strengthened | synthesized |
| systematized | updated | verified | | |

Problem-Solving + Critical Thinking

| | | | | |
|------------------|--------------------|---------------------|------------------|---------------------|
| accomplished | assured | awarded | balanced | charted |
| closed | corrected | determined | diverted | eliminated |
| evaluated | handled | identified | improved | investigated |
| mapped | mediated | negotiated | pioneered | proposed |
| recruited | refocused | resolved | satisfied | simplified |
| sorted | streamlined | strengthened | surpassed | |

Promotion & Sales

| | | | | |
|-------------------|-----------------|-----------------|------------------|-----------------|
| advertised | convinced | generated | improved | increased |
| influenced | launched | marketed | persuaded | promoted |
| recommended | represented | secured | sold | targeted |

Research & Development

| | | | | |
|---------------------|------------------|--------------------|---------------------|----------------|
| analyzed | automated | clarified | classified | collected |
| designed | determined | developed | diagnosed | differentiated |
| equated | evaluated | examined | experimented | extracted |
| identified | inspected | interpreted | interviewed | invented |
| investigated | merged | optimized | organized | related |
| researched | reviewed | searched | solved | structured |
| summarized | synthesized | systematized | surveyed | theorized |

Technical + Technology Verbs

| | | | | |
|------------------|-------------------|-------------------|-------------------|-------------------|
| assembled | built | calculated | coded | compiled |
| computed | customized | designed | devised | engineered |
| fabricated | installed | interfaced | maintained | modeled |
| networked | operated | overhauled | programmed | remodeled |
| repaired | solved | tested | upgraded | |
| | | | | |

Teamwork Verbs

| | | | | |
|---------------------|------------------|-------------------|--------------------------|--------------------|
| aided | aligned | assisted | collaborated | contributed |
| cooperated | enabled | encouraged | exchanged (ideas) | facilitated |
| gathered | guided | harmonized | incorporated | mentored |
| participated | partnered | resolved | shaped | supported |
| teamed | | | | |

Time Management Verbs

| | | | | |
|--------------------|------------------|---------------------------------------|------------------------|---------------------|
| delegated | expedited | managed (competing priorities) | met (deadlines) | multi-tasked |
| organized | planned | prioritized | scheduled | set (goals)s |
| strategized | | | | |

Sources:

Bradley University webpage <http://www.bradley.edu/scc/students/>

Quinnia How to Use Strong Action Verbs <https://help.quinnia.io/article/113-describe-your-skills-using-strong-action-verbs>

Resume Tutor from the University of Minnesota <http://www1.umn.edu/ohr/ecep/resume/summverb.htm>

***Words in bold are highly recommended for ATS review.**

THE PINK SHEET:

COMMUNICATE EXPERIENCE TO EMPLOYERS

1. LIST KSA EXPERIENCE

Role: Consider **one** job, internship, course, or volunteer experience.

Then, list the **major knowledge, skills, and abilities (KSAs)** you used and/or developed in that role.

Role: _____

| | |
|-------|-----------------------|
| _____ | <input type="radio"/> |
| _____ | <input type="radio"/> |
| _____ | <input type="radio"/> |
| _____ | <input type="radio"/> |
| _____ | <input type="radio"/> |
| _____ | <input type="radio"/> |
| _____ | <input type="radio"/> |

2. LIST KSAS EMPLOYER WANTS

Tailored Resumes: List required or preferred KSAs for a job description you are applying for or interested in.

Industry resumes: Search for a relevant job title in O*NET Online (OnetOnline.org) and write the skills and abilities listed in the summary.

Job Title: _____

| | |
|-----------------------|-------|
| <input type="radio"/> | _____ |
| <input type="radio"/> | _____ |
| <input type="radio"/> | _____ |
| <input type="radio"/> | _____ |
| <input type="radio"/> | _____ |
| <input type="radio"/> | _____ |
| <input type="radio"/> | _____ |

3A. CONNECT PREVIOUS EXPERIENCE TO JOB NEEDS

For each KSA listed on the left, draw a line to any KSAs it meets on the right.

3B. IDENTIFY EXAMPLES OF KSAS

For one line you drew, think of a **specific example** from a previous role that demonstrates how you meet KSA employer is seeking.

List examples with as much detail as possible.

4. PROVE EXPERIENCE TO EMPLOYERS

Write a bullet point for your resume using the formula: **Action verb + what + why**

Use the **Action Verbs to Help Your Skills Shine** handout along with descriptive words from your examples on the left to help describe the knowledge, skill, or ability the employer is seeking in a way that is unique to you.

The diagram consists of 16 vertical black lines of equal height, spaced evenly across the width of the image. Below the first, fourth, seventh, and tenth lines from the left, there is a small red arrow pointing upwards. These arrows are positioned at the base of each line, indicating a specific point or direction for each of the four groups of lines.

GATHER INFORMATION

PART II

PROFESSIONAL EXPERIENCE

1.

| | | |
|---------------------------------|---------------------------------|-----------------------------------|
| <input type="checkbox"/> Paid | <hr/> Company/organization name | <hr/> Location City, State |
| <input type="checkbox"/> Unpaid | <hr/> Job title/role | <hr/> Dates employed (month/year) |

2.

| | | |
|---------------------------------|---------------------------------|-----------------------------------|
| <input type="checkbox"/> Paid | <hr/> Company/organization name | <hr/> Location City, State |
| <input type="checkbox"/> Unpaid | <hr/> Job title/role | <hr/> Dates employed (month/year) |

3.

| | | |
|---------------------------------|---------------------------------|-----------------------------------|
| <input type="checkbox"/> Paid | <hr/> Company/organization name | <hr/> Location City, State |
| <input type="checkbox"/> Unpaid | <hr/> Job title/role | <hr/> Dates employed (month/year) |

4.

| | | |
|---------------------------------|---------------------------------|-----------------------------------|
| <input type="checkbox"/> Paid | <hr/> Company/organization name | <hr/> Location City, State |
| <input type="checkbox"/> Unpaid | <hr/> Job title/role | <hr/> Dates employed (month/year) |

5.

| | | |
|---------------------------------|---------------------------------|-----------------------------------|
| <input type="checkbox"/> Paid | <hr/> Company/organization name | <hr/> Location City, State |
| <input type="checkbox"/> Unpaid | <hr/> Job title/role | <hr/> Dates employed (month/year) |

LIST TECHNICAL SKILLS YOU HAVE A MODERATE TO HIGH CAPABILITY WITH:

| Industry tools | Industry technology | Computer Software | Online Platforms | Communication Tools | Other |
|----------------|---------------------|-------------------|------------------|---------------------|-------|
| | | | | | |

VOLUNTEER EXPERIENCE:

1. _____
Company/organization name Location City, State
- _____ Dates volunteering (month/year)
Volunteer role
2. _____
Company/organization name Location City, State
- _____ Dates volunteering (month/year)
Volunteer role

| RELATED COURSEWORK: | PROFESSIONAL AFFILIATIONS: | ACTIVITIES AND HONORS: |
|----------------------------|-----------------------------------|-------------------------------|
| | | |

Ethical GenAI Use during the Job Search Process

WHY GenAI SHOULDN'T WRITE YOUR RESUME:

- **Employers are checking** – Applicant Tracking Systems (ATS) flag resumes with a majority of content created by AI
- **Stand out from the crowd** – lots of people will have a GenAI bot write their resume and they will all sound the same; use GenAI to enhance, not replace, your voice and authenticity.
- **It's the responsible thing to do** – during the hiring process you are indicating your professionalism, including your integrity and responsibility; every action counts

WHAT IS GenAI?

Generative Artificial Intelligence, or GenAI, are machine systems that can generate new content, including text, photos, video, and audio, based on the instructions or prompts of a person.

GenAI can be a helpful tool in many ways during the job search process. Use it thoughtfully.

EXAMPLES OF GenAI SUPPORT WITH CAREER DEVELOPMENT:

Career Brainstorming

- “What job titles are similar to project manager?”
- “My CliftonStrengths are Individualization, Relator, Empathy, Achiever, and Futuristic. I have been a waitress and a supervisor at a gym. My Bachelor's degree is in general business. What are some job titles I would be successful at and qualified for?”
- “What are the top professional organizations and resources in the environmental science field?”

Resume Drafting

- “List the skills included in this job post and prioritize: [copy and paste full job description into the chat box].”
- “Does this resume do a good job of meeting the qualifications of this job description? [Copy and paste the full text of both into the chat box]
- “Is this CV written in a logical order?”

Interview Preparation

- “What are some likely questions for an in-person interview conducted by the direct supervisor, a lateral colleague, and the CFO of the company for this job [insert job description]?”

- “Ask me each of the following questions and after I have answered all 10, provide feedback on the answers I provided.”
- “Summarize the successes and challenges for REI, Inc. in the last 3 years.”
- “Summarize the strategic plan for REI, Inc. and highlight any elements that relate to staff development.”

Follow-up and Salary Negotiation

- “I am writing a thank you after an interview with Allstate Insurance. This is what I have so far – is there anything else I should include?”
- “What is the median income for entry-level accountants in Amarillo, Texas?”

BEST PRACTICES FOR USING GenAI:

- To maintain your own voice, draft the content in your own voice first and ask GenAI to use the same tone when providing edits
- Fact check information provided by GenAI
- Don’t enter any private information into a GenAI bot – the system uses interactions to learn and information will be saved
- Garbage In, Garbage Out – GenAI is only as good as the questions and clarifications you ask
 - Practice writing prompts
 - Ask follow-up questions to refine or clarify
 - Be curious and patient
- Tips for writing good prompts:
 - Be specific about what you are asking
 - Provide context, i.e. “Write in a style appropriate for professional engineers”
 - Ask differently or ask follow-up questions if you are not getting the type of information you expected
- Pay attention to any employer instructions about using AI in job posts

TRY GenAI PLATFORMS:

General

- [ChatGPT](#)
- [Google Gemini](#)

- [Claude](#)

Editing

- [Grammarly](#)