



WORKSHEET TO CUSTOMIZE YOUR RESUME

Job Title: _____ **Organization:** _____

Instructions: Column 1, list all skills from job posting. Column 2, list which of your experiences (paid, academic, or volunteer) are most relevant to the skill listed in column 1. Column 3, create bullets following the format outlined and put them in your resume under the appropriate experience.

Skill/ Experience	Where Can I Demonstrate This?	Bullet to Insert in Resume --Begin with strong action verb conveying leadership, show outcome/success/numbers.
Ex: Ability to successfully manage multiple projects with overlapping deadlines.	Graduate Student Instructor position	<ul style="list-style-type: none"> Exceeded expectations teaching, grading, and maintaining office hours while simultaneously balancing a full load of courses in graduate school.



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