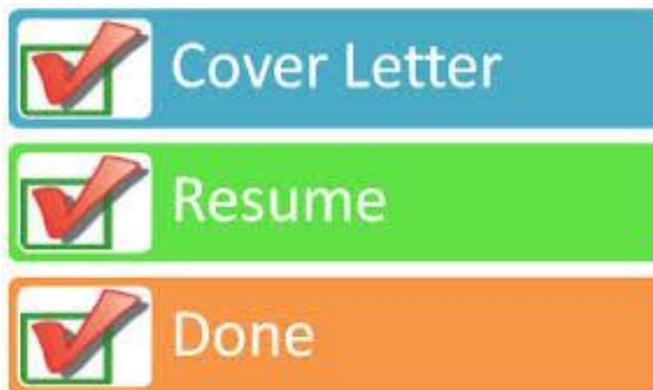




StreetWise Partners Winter 2020

Session 5 Module: Resume and Job Search



Resume and Job Search

Tailoring Resumes/Cover Letters Using Job Descriptions

Analyzing job descriptions

Job descriptions are useful tools because they tell you exactly what employers are looking for in a candidate. Use this insight to demonstrate that you are exactly the best person for the job.

Look for words like:

“core competencies”

“key responsibilities”

“qualifications”

“desired traits”

“experience in _____ is a plus”

“minimum __ years of related experience in _____”

Many employers will include a list of requirements and qualifications. However, make sure to read the entire description carefully so that you can pick out core competencies that may not be explicitly listed in the job posting. In addition, prioritizing and ranking the key competencies is very important because resumes and cover letters are typically no longer than a page and there isn't space to discuss every qualification. Look for skills or qualities that are emphasized multiple times throughout the entire posting.

It may be helpful to first rephrase requirements in your own words before drafting your resume and cover letter so that you can make sure that you fully understand what they're looking for in a candidate before customizing your materials.



Skills for Work. Confidence for Life.

Resume and Job Search

Using Job Descriptions to Write Your Resume

Employers in the same industry are often looking for similar qualities in an employee. Use a variety of job descriptions to create your resume.

Activity:

Use your 3 Target Job Descriptions to strengthen your resume. Look for qualities, responsibilities, and qualifications that are in all three job descriptions and make sure they are represented on your resume. If they are, can they be stronger?

Look for words like:

“core competencies”

“key responsibilities”

“qualifications”

“experience in _____ is a plus”

“desired traits”

“minimum __ years of related experience in _____”

What key qualifications/responsibilities do you notice in all three of the job descriptions?
What about in two of the three job descriptions?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Resume and Job Search

Tailoring Your Resume and Cover Letter to Your Job Description

Employers want to see that job applicants have a good understanding of the position and the company's values. The easiest way to demonstrate this is to tailor your resume and cover letter to the position.

Activity:

Choose 1 Target Job Description to tailor your resume and cover letter for Mock Interview Day in Session 10.

Look for words like:

“core competencies”

“qualifications”

“desired traits”

“key responsibilities”

“experience in _____ is a plus”

“minimum __ years of related experience in _____”

What key qualifications/responsibilities do you notice in the job description?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Working with your mentor(s), brainstorm ways to incorporate these keywords into your resume/cover letter. Check them off as you use them to help you keep track!

Resume and Job Search

Job Search Tips

When deciding whether or not to apply to a position, ask yourself three questions:

- 1) Do I have the required skills and education they are looking for?
- 2) Do I have the required industry-specific experience?
- 3) Do I have the required function-specific experience?

Also consider:

- 4) Am I within commutable distance of this job?
- 5) Do I know someone who works or has worked for this company?

Save the job description as a document or PDF

- Job descriptions get taken down after they expire. Make sure you have a copy for your records that you can refer back to if/when you get an interview.

Save your customized resume/cover letter in a folder with the job description

- This will help you make sure you bring the right materials to the interview.

Create an application/follow up log

- Helps you see at-a-glance where you are in the application process and when you will need to follow up.

Example:

Company	Position	Application Date	Website login information	Date of last follow up	Date of interview
<i>ABC COMPANY</i>	<i>HR Coordinator</i>	<i>10/5</i>	<i>John.anybody</i>	<i>10/12</i>	<i>Pending</i>

Resume and Job Search

Sample Cover Letter: Formal Letter

Notice the differences in formatting between this and the email on the next page.

John Anybody
Brooklyn, NY
John.Anybody@email.com
(123) 456-7890

Wednesday, September 1, 2014

Hiring Company
Company Address, New York, NY 10013

Dear Mr. Smith,

I would like to express my strong interest in the Administrative Assistant (Job Number: 0294) position I found on your corporate website. I am very interested in this position, as it seems an ideal match for my work experience and talents. Moreover, I value Hiring Company's unique culture and approach to client management.

Currently, I serve as an Administrative Assistant to two of the partners at ABC Law Firm. During my five years in this role, I have honed many valuable skills that would allow me to contribute greatly to your organization, such as time management, prioritization, communication skills, and computer proficiency. My responsibilities include scheduling meetings using MS Outlook, handling inbound calls for 85 employees, and coordinating all travel arrangements for the Partners and their direct reports. In addition, I am in charge of sending out internal and external communications, including inter-departmental memorandums and press releases. I enjoy working with the different departments, and I have received significant positive feedback from my supervisors regarding my interpersonal skills. I also have experience tracking expense reports in Concur systems and am proficient in Microsoft Office.

Prior to my work at ABC Law Firm, I graduated from University College with an Associate Degree in Liberal Arts. Combined with my work experience, I believe that I have the ideal qualifications to enrich your team.

I am eager to put both my experience and strong work ethic to work for your organization. I would welcome the opportunity for an interview to discuss your current needs at length and the value I can offer. Thank you in advance for your consideration.

Sincerely,
John Anybody