



# Building a Better Resume - Brainstorming Exercise

Which skills in the job description are your strong points? How do you stand out from the other applicants? Hint: What do you bring to the table for the employer?

Keyword Skill: \_\_\_\_\_ Standout Point: \_\_\_\_\_  
Employer Benefit: \_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_

What hobbies, interests, and volunteer experiences highlight additional skills and characteristics that the employer values? How is each relevant to the employer?

Your Hobby/Skill

Employer Relevance

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Your Interest/Skill

Employer Relevance

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Your Volunteering (Cause)/Skill

Employer Relevance

Which of these attention-grabbing skills do you have? (Add job description skills.)

**General Skills**

**Job Description Skills**

- Communication-Written
- Communication-Verbal
- Leadership
- Analytical Thinking & Research
- Planning & Strategic Thinking
- Teamwork/Collaborative Work
- Multi-lingual

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Which checked skills have an impressive story of how you used that skill to achieve the employer's goal or solve a problem? Write 5 skill-success summaries. Include the skill, important details like numbers, i.e. (you saved the company X amount of dollars) and the event's significance to the business.



