

DECONSTRUCT A JOB POSTING - WORKSHEET

Use the following checklist as you put together a draft résumé. Then review your draft with a Co-op and Career staff member. Aren't sure how to describe your skills and accomplishments? Check out the resources in the competency kit.

Job title: _____ Employer Organization: _____

Type of job (co-op, part-time, volunteer, etc): _____

Required qualifications	How do you meet the criteria?
Skills, abilities and duties	How do you meet the criteria?