

Let's Get Pen to Paper! Step 1

Write out a job description for a position you want to apply for, then (on page 2) find matches in your own work history.

Copy or Write out the Job Description for the position you are applying to

What are some key components of the description that stand out?

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Next, compare the key components of the job description to your work history and see what matches!

(reference your old resumes, performance reviews, recommendations from LinkedIn, past correspondance or client feedback). You may also reference the Personal Abilities and Strengths Chart to help you.

Key component from the Job Description	Does this match with your work history? Elaborate.