

# Customized Résumé Bullet Point Builder & Interview Prep Worksheet

The National Association of College and Employers (NACE) conducts a survey annually asking employers what attributes employers seek on candidate's résumés. Below are the top 10 responses from employers. You can utilize this list to make sure you have expressed these attributes on your résumé as well as prepare for your interview by developing the stories you will use to demonstrate with specific examples when and how you employed this skills and attributes.

**INSTRUCTIONS:** For each attribute, list all the experiences you have had when you have demonstrated your skills and abilities. Then pick one that best exemplifies your possession of that attribute (or select the one most closely related to the job/internship you are applying for) and build out both a résumé bullet point and a story you can tell in your interview, using the **START** format.

**S = Situation, T = Task, A = Action, R = Result, T = Tie back or Takeaway**

**Note:** At the end of this sheet are several blank sections for you to use for specific attributes found on job/internship descriptions. List all the qualifications, skills, and/or attributes the employer is seeking, and make sure you have a résumé bullet point that addresses their needs and demonstrates your ability.

## EXAMPLE:

Attribute employer(s) are seeking (NACE)	Where have you demonstrated this attribute? <i>Study abroad, athletics, internship, presentations</i>	Résumé Bullet Point(s) <i>Power Verb + Task + How/Why/Result</i>	START Story
<b>Flexibility/ Adaptability</b> <i>Willingness and ability to readily respond to changing circumstances and expectations. A willingness to learn new ways to accomplish work objectives</i>	Transfer Student Study abroad in Spain Summer Internship Team captain Member of Student Government	Adapted to an unfamiliar environment and embraced cultural differences while completing coursework in international business.	<p><b>S:</b> I planned a trip abroad, but since I had no experience traveling and really like my normal campus routine, I was nervous about my ability to adapt to a new culture and maintain good grades with the difficult coursework and new surroundings.</p> <p><b>T:</b> I knew that learning as much as possible ahead of time would help with my anxiety over the travel and immersion in a new culture, so I could remain flexible and adaptable.</p> <p><b>A:</b> I worked with my career center to utilize a tool called GoinGlobal that provided me with great resources about what it's like to study and work in Spain. In addition, I worked with my professors and my off-campus study office to ensure I had the supports I needed in place.</p> <p><b>R:</b> I left feeling much more certain of what I was going to experience and had a plan when I felt like I couldn't adapt. I quickly grew to love being in new situations and the thrill of having to challenge myself in new ways.</p> <p><b>T:</b> I learned that I can quickly adapt to new and uncomfortable situations, I just needed to put myself in that position. I'm confident this will prove helpful to me as I begin a career after graduation.</p>

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<b>Problem-solving Skills:</b> <i>Exercise sound reasoning to analyze issues, make decisions, and overcome problems.</i>			<b>S:</b>  <b>T:</b>  <b>A:</b>  <b>R:</b>  <b>T:</b>
<b>Ability to work in a team:</b> <i>Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.</i>			<b>S:</b>  <b>T:</b>  <b>A:</b>  <b>R:</b>  <b>T:</b>



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<b>Strong work ethic</b> <i>Demonstrate personal accountability and effective work habits, e.g, punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image.</i>			<b>S:</b>  <b>T:</b>  <b>A:</b>  <b>R:</b>  <b>T:</b>
<b>Analytical/ quantitative skills</b> <i>The ability to visualize, articulate and solve complex problems and make decisions based on available information. The ability to handle data and use numerical evidence systematically.</i>			<b>S:</b>  <b>T:</b>  <b>A:</b>  <b>R:</b>  <b>T:</b>

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<b>Communication skills (verbal)</b> <i>Articulate thoughts and ideas clearly and effectively in verbal form to persons inside and outside of the organization. The individual has public speaking skills.</i>			<b>S:</b>  <b>T:</b>  <b>A:</b>  <b>R:</b>  <b>T:</b>
<b>Initiative</b> <i>A willingness to get things done and take responsibility. You are proactive instead of reactive.</i>			<b>S:</b>  <b>T:</b>  <b>A:</b>  <b>R:</b>  <b>T:</b>

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<b>Detail-oriented</b> <i>Paying close attention to a task or job to make sure it is done properly and without any errors.</i>			<b>S:</b>  <b>T:</b>  <b>A:</b>  <b>R:</b>  <b>T:</b>
<b>Flexibility/ Adaptability</b> <i>Willingness and ability to readily respond to changing circumstances and expectations. A willingness to learn new ways to accomplish work objectives.</i>			<b>S:</b>  <b>T:</b>  <b>A:</b>  <b>R:</b>  <b>T:</b>

Now, **look at the specific job or internship description you are applying for** and identify the attributes the employer is seeking in addition to the NACE most common sought out attributes above. List them out and continue to create bullet points and START stories to make sure you are addressing the qualities and attributes the employer wants and needs!

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Specific skill/ attribute from job/internship description:			<b>S:</b>  <b>T:</b>  <b>A:</b>  <b>R:</b>  <b>T:</b>
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