Tailor your resume

Description: Tailoring your resume is essential because many companies use Applicant Tracking Software to review resumes. The software matches keywords from the job description to those on your resume and rates your skills. If a certain amount of words do not match, then your resume can be discarded without being reviewed by a recruiter. This activity will allow you to practice your tailoring skills and help you prepare to apply for an opportunity.

Goals:
- You will be able to understand how to tailor your resume to a specific opportunity to capture attention and maximize your chances of getting noticed.

Activity Instructions:
1. Go to ASU Handshake and log in with your ASURITE Account.

2. Select the Jobs tab on the top left-hand corner and explore open positions.
   a. You can narrow your search by location, time expectation, or keywords that align with your interests.

3. Read the job descriptions and pick one job or internship posting that interests you. Pay close attention to skills, duties, and requirements mentioned or emphasized multiple times in one description.

4. Utilize repeated or emphasized language from the job description and write three accomplishment statements that you can incorporate into your resume.

   action verb + project + positive outcome = accomplishment statement

   For example, if you worked in an office and were trying to communicate your critical thinking and problem-solving skills, it may look like this

Before tailoring	Job Description	After tailoring
Reorganized and maintained more than 600 technical files for the office, reducing the file search time by an average of three hours weekly.	Utilize critical thinking skills, innovation, and adapt in a changing environment.	Utilized critical thinking and innovative methods to reorganize more than 600 technical files adapting and reducing file search time by an average of three hours weekly.

Resources:
- Learn more on how to write accomplishment statements
- Learn more about action verbs to include on your resume