



RESUME T-ANALYSIS

Step 1: Research the Opportunity

Before you begin to edit your resume in response to a job ad, pause. Take time to do some research that enables you to understand the problems in the job, the people you'll interact with and the culture you'll work in. Talk to anyone you know who has worked there or knows someone who has. Google the organization. Read between the lines of the job ad.

Reflect on both your readiness or qualifications for the job as well as your interest in it. You don't have to ask all of them, but the questions below will help you focus your research:

The Job

In what department is the position located? To what position will you report?

Is the position permanent or temporary? Is it full-time or part-time?

What will you do day-to-day and how much will you enjoy that day-to-day experience?

What major job challenges will you need to resolve? Are they the right kind of challenges for you?

Where will this position lead? Will it help you meet your future goals? Is the compensation right?

The People

What can you conclude about your boss and your teammates? Do you think you'll like them?

To what extent will you work with colleagues outside your department? Will you like them?

What type of clients or customers will you serve? What are their needs and expectations?

What are the biggest people challenges you will face? Are they the right kind of challenges for you?

The Organization

What is their mission & purpose, product or service, size and scope of operations, financial stability?

What is it like to work for this organization - i.e., what is the culture like?

Why would you want to work for this organization? Will it help you meet your future goals?

Are there warning signs about the organization or ad that worry you or don't seem "right?"

Step 2: Ask yourself: Do I want this job? Yes or No? Why?

This step is an easy one. If you've done your research, that is! Get clear on WHY you're interested as your answers will be helpful for building your case on paper and presenting yourself in an interview.

Step 3: Get clear on the stated qualifications

Most job ads detail the qualifications you need, ranging from essential to ideal or optional. Create a checklist of these qualifications. It will be critical in adapting your resume, as you can be eliminated from the competition if you don't meet minimum specs. You can also use the checklist to create a compelling cover letter and prepare for the interview. Your checklist has four categories:

1. Technical skills (e.g., software, computer, quantitative, project related, laboratory)
2. Soft skills (e.g., interpersonal, attitudinal, communication, leadership)
3. Minimum education & experience (often a specific level of education +/- or # of years' experience)
4. Other assets (e.g., passion for the product, languages, car, driver's licence, willingness to travel)

Step 1: Researching the Opportunity

Title of position:

Organization:

The Job: What are the big problems to solve?

How am I qualified to solve these problems?
Why am I interested?

The People: Who will I interact with?

How am I qualified to handle these relationships?
Why am I interested?

The Organization: What is distinctive about it?

In what ways do I share their culture and values?
Why am I interested?

Step 2: Ask yourself: Do I want this job? Yes or No? Why? Why? Why?

Step 3: Get clear on the stated qualifications

Most jobs you apply to will detail qualifications you need for consideration, ranging from required to nice to have. Create a checklist of these qualifications for your reference throughout the hiring process. It will help you adapt your resume, create a strong cover letter and prepare for interviews.

Technical skills	My relevant or transferable skills
Soft skills	My relevant or transferable skills
Minimum education and experience	My relevant education and experience
Other assets	My relevant assets



RESUME CRITIQUE

SUBSTANCE

- **Honesty:** Have I told the truth throughout?
- **Context:** Are my dates aligned and reverse ordered?
- **Context:** Have I specified key relationships?
- **Context:** Have I provided scope/quantifying details?
- **Details:** Is my resume richly detailed rather than vague?
- **Details:** Have I used qualifying details of process and result?
- **Details:** Have I quantified my skills and accomplishments?
- **Accomplishments:** Have I minimized job duty information?
- **Accomplishments:** Have I shared my most challenging ones?
- **Accomplishments:** Have I shared my most relevant ones?

STYLE

- **Size:** Have I kept the resume length to 1 or 2 pages?
- **Header:** Does my name stand out as the title of my doc?
- **Header:** Have I made good use of space and real estate?
- **Header:** Is my header re-usable on all my documents?
- **White space:** Does my content fit without crowding?
- **Formatting:** Are font styles consistent for each element?
- **Formatting:** Are font sizes consistent and readable?
- **Formatting:** Have I laid out elements consistently?
- **Spelling:** Is my resume free of spelling errors?
- **Grammar:** Is my resume free of grammar errors?