

# BSW Resume and Cover Letter Workshop

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Career Services  
401 Tory Building



# Agenda

- Career Services Refresher
- Cover Letters
- Resume Writing
  - Purpose
  - Key Elements
  - Resume Types
  - Resume Sections
- SAR Statements + Tailoring
- Activity
- Questions/Survey



# Career Services

2017

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			





**Career Services**  
CARLETON UNIVERSITY



Offering  
**ON-SITE & VIRTUAL  
APPOINTMENTS**  
for **students and alumni**

## **CONTACT US:**



613-520-6611



[career@carleton.ca](mailto:career@carleton.ca)



Live Chat at  
[carleton.ca/career](https://carleton.ca/career)



**401 Tory Building**

**8:30AM-4:30PM | Monday to Friday**  
**Drop In Hours: 1-4PM**





What area(s) of  
Social Work are you  
interested in?



# **Cover Letters**



# Cover Letter Considerations

- ALWAYS INCLUDE! Should come before the resume
- 1 page
- Can use first person
- **Purpose:** Provides a more personal narrative to your application
- **Purpose:** Highlight the most **relevant skills and experiences** you have as they relate to the position you're applying to
- **Purpose:** Demonstrate that you have **researched the company/industry/job position** you're applying for
- Proofread!
- **No two Cover Letters should be the same**



# Cover Letter

FIRST NAME LAST NAME  
City, Province, Postal Code  
Phone Number Email Address  
LinkedIn URL

Date of submission

Company's contact information

**Re: Job Title (competition number)**

Dear Mr. or Ms. (Name):

**Opening Paragraph:** state why you are writing, specify the position or type of work for which you are applying. You should mention how you heard about the opening. Express your passion for the industry you're applying to.

**Middle Paragraph:** relate your skills, interest, knowledge and abilities to the needs of the employer. Point out relevant training, education and employment. Elaborate on courses, projects and relevant experience

**Third Paragraph:** Explain why you are interested in working for the employer. Show your knowledge of the company. Specify your reasons for wanting this type of employer. Try to convince the employer of your suitability to the job and company

**Closing Paragraph:** Use an appropriate closing to pave the way for an interview

Sincerely,  
Signature  
Type Name

Your contact information  
should match your  
resume

Show research

Find the name of the  
Hiring Manager or use  
"Dear Hiring Manager"



# Cover Letter Breakdown

## Paragraph 1:

- Personalized greeting by **introducing yourself**. State your degree program and year standing.
- State **what position you're applying for** and **how you heard about the opening**.
- Express your passion for the type of industry you're applying to
- \*Usually around 3-4 sentences

## Paragraph 2:

- Provide **concrete examples to explain your 3 or 4 most relevant skills/experiences**. Why are these important for the job/employer/industry?
- Consider using **"You" or "Your" statements**  
"Your ideal candidate will need [insert skill] when addressing...I have demonstrated this skill by..."
- \*Usually, the longest paragraph; 5-6 sentences

# Cover Letter Breakdown

## Paragraph 3:

- Include a few fact-based sentences about the company – research! **Include concrete examples.**
- What have they accomplished? What resonates with you? What is unique about them? This will help bolster your reasoning for why you want to work for them.
- **Describe what you have to offer them, not what you will get from the opportunity**
- \*Usually around 3-4 sentences

## Paragraph 4:

- Be sure to **thank the employer**
- Express enthusiasm in being selected for an interview and/or your excitement for the opportunity
- \*Usually around 2 sentences

# ACTIVITY

If you were a Hiring Manager, who would get the interview?

Jim

Or

Pam?



# Jim

vs

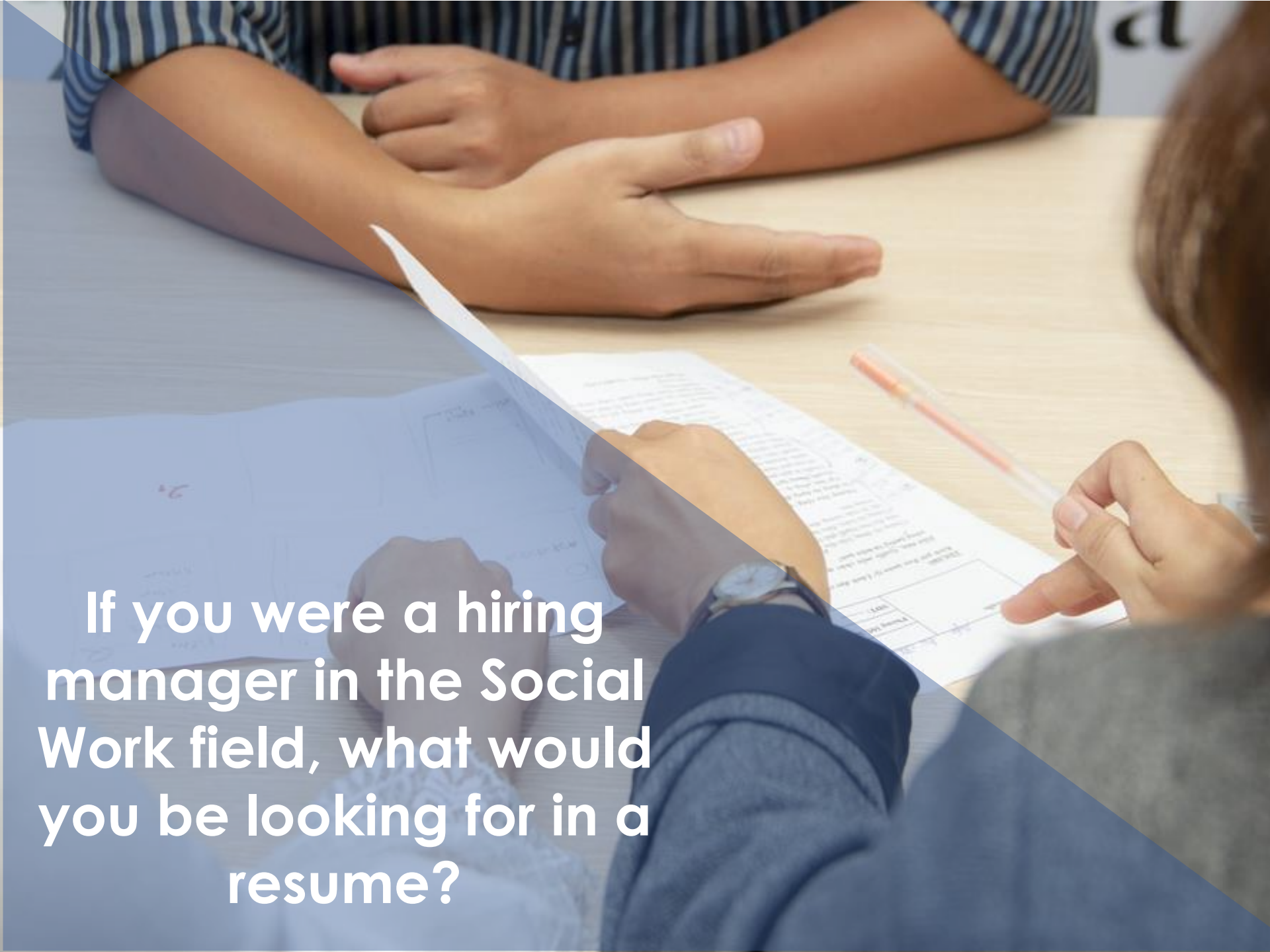
# Pam

- Informal greeting
- No passion for the industry expressed
- Did not relate skills to the Oxfam position – no 'you' and 'your' statements
- Did not use practical examples to back-up interpersonal skills
- Did not emphasize what he can do for the company but focused on how the position will benefit him

- Professional greeting to the hiring manager
- Stated why she is a good fit for the role in the introduction
- Skills were backed-up with concrete examples
- Used 'you' and 'your' statements
- Emphasized how she aligns with the company's mission and values and 'what she can do for them'



# Resume Writing

A group of people are gathered around a light-colored wooden table. In the foreground, a person's hands are visible, one pointing at a document and the other near a laptop. A blue sleeve and a watch are also visible. In the background, another person's hands are resting on the table. A pen lies on the table near the center. The scene is brightly lit, and a blue diagonal overlay covers the bottom left portion of the image.

If you were a hiring manager in the Social Work field, what would you be looking for in a resume?



# What are employers looking for?



Are you ABLE to do the job?



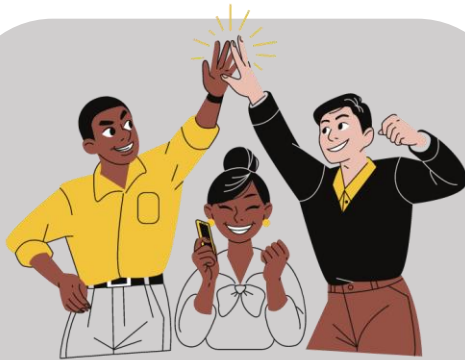
Are you going to LOVE the job?



Can we work with you?

# Transferable Skills and Knowledge

Skills you gain in one situation that can be used in other situations.



Human Skills-See [here](#) for examples

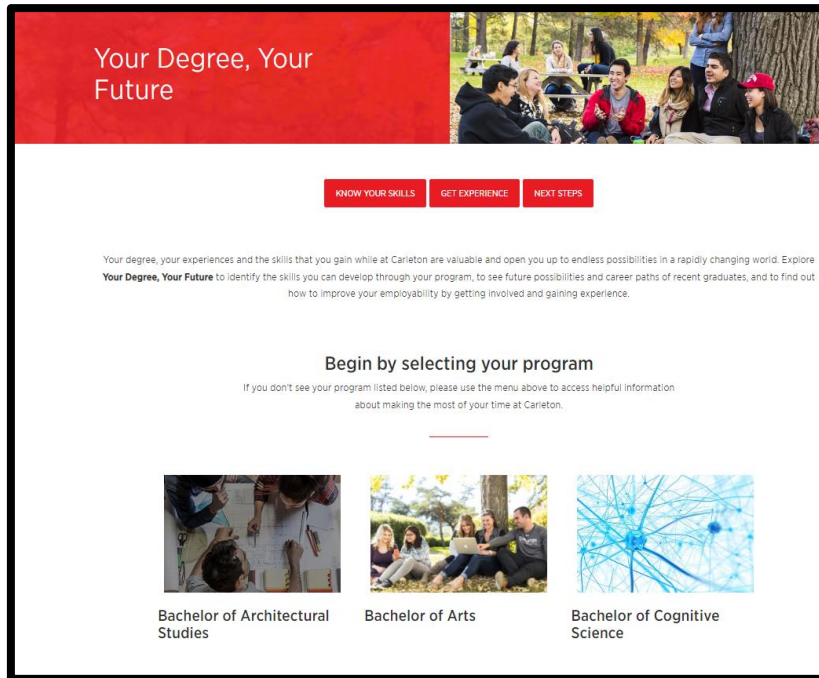


Hard Skills and Industry Knowledge-See [here](#) for examples

Your resume should have a combination of both.

## Stuck? Some ways of Identifying Your Skills:

# Your degree, Your Future



<https://students.carleton.ca/degree-to-future/>

- Select your degree program
- Select your Major (if applicable)

## Syllabus

Look for;

- Learning objectives
- Learning outcomes
- Assignments

## Previous Experience

- Look at the job description (or similar)
- Reflect on tasks done/technology used

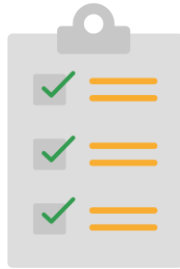


# Elements of A Resume



## **Format**

- Type of Resume and Layout



## **Order or Relevance**

- Prioritization and organization of Content



## **Content**

- Writing Style (SAR Statements)

# Resume Formatting

# Resume Formatting Considerations

- Maximum 2 pages
- Font size 11-12 pt.
- 1-inch margins
- Include a 1-page [cover letter](#) (when needed)
- Proofread!
- Avoid using personal pronouns
- Required sections;
  - Contact information (including CMAIL)
  - Educational Background
  - Skills/Abilities Profile
  - Experience
  - **Optional but Recommended:** Applied Projects, Volunteering, Extracurriculars, Certifications





# Chronological Resume Template

## FIRST NAME LAST NAME

City, Province, Postal Code  
Phone Number Email Address  
LinkedIn URL

## **CAREER OBJECTIVE:** (Optional-Consider including in the absence of a Cover Letter)

Provides an excellent opportunity for you to convince the employer to read the rest of your resume. Target to the job or industry you are applying for and highlight specific experiences, skills and training related to the position or industry.

## **HIGHLIGHT OF QUALIFICATIONS**

- Include a short list of relevant skills (between 5-7) that are targeted to the **position or industry** you're applying to
- o 3+ years of case management experience in social and human services consisting of the housing and mental health industry
  - o Competent in providing a safe and confidential counselling environment for equity seeking community members including newcomers, clients with disabilities, and the 2SLGBTQIA+ population
  - o Proficient in needs assessments and providing timely referrals with local agencies
  - o Excellent writing, research, presentation, and time management skills developed from fulltime post-secondary studies
  - o Certified in First Aid/CPR and ASIST Training
  - o Computer skills: Microsoft Word, Excel, PowerPoint, and SPSS
  - o Fluent in French, Spanish, and English: oral, written and reading

## **EDUCATION**

### **Title of Degree**

**2019-Present**

- University Attended, City, Province
- o Relevant courses or projects & thesis
  - o Scholarships, awards, Dean's list

## **WORK EXPERIENCE**

List previous or current positions that are related to the position you're applying to in reverse chronological order. Aim for 3-5 bullet points per experience. This section can also be titled "Relevant Experience" or "Select/Other Professional Experience". If you select to include professional and volunteer, ensure you indicate which is work vs. volunteer.

### **Title of Position**

**2019-Present**

Name of Company/Organization  
City, Province

- o Effectively supervised...
- o Dynamically trained...
- o Organized...

## **VOLUNTEER EXPERIENCE (Optional)**

Follow guidelines used for outlining your "Work Experience" and include the title of your position, name of the organization and dates of your participation.

## **APPLIED PROJECTS (Optional)**

In this section, highlight any work-related projects you may have completed during your studies that have provided practical experience. Discuss problems or challenges, the technology or technical skills involved, methods used, and results obtained.

## **EXTRA CURRICULAR ACTIVITIES (Optional)**

This section allows you to present job-related skills, knowledge and achievements acquired through a wide variety of other experiences. It can include things such as:

- o Memberships or Campus activities
- o Volunteer work/community involvement

# Combined Resume Template

## FIRST NAME LAST NAME

City, Province, Postal Code  
Phone Number Email Address  
LinkedIn URL

## **CAREER OBJECTIVE** (Optional-Consider including in the absence of a Cover Letter)

Provides an excellent opportunity for you to convince the employer to read the rest of your resume. Target to the job or industry you are applying for and highlight specific experiences, skills and training related to the position or industry.

## **EDUCATION**

### **Title of Degree**

**2016-Present**

University Attended, City, Province

- o Relevant courses or projects & thesis
- o Scholarships, awards, Dean's list

## **SKILLS PROFILE**

Use subtitles to divide your experiences into skills. **Below are some examples:**

### **Communication Skills**

- o Independently presented a seminar on...
- o Applied academic writing skills when drafting a mock policy brief that would...

### **Assessment Skills**

- o Evaluated the intake process of a potential mental health center using qualitative research methods to...
- o Conducted needs assessments for equity seeking students which helped achieve...

### **Emotional Intelligence Skills**

- o Used empathy and active listening skills when addressing retail customers in order to...
- o Demonstrated intercultural awareness while providing residence tours for 100+ applicants which resulted in...

## **WORK HISTORY**

### **Title of Position**

**2019-Present**

Name of Company/Organization  
City, Province

- o Researched...
- o Presented...
- o Organized...

## **VOLUNTEER EXPERIENCE (Optional)**

Follow guidelines used for outlining your "Work Experience" and include the title of your position, name of the organization and dates of your participation.

## **APPLIED PROJECTS**

In this section, highlight any work-related projects you may have completed during your studies that have provided practical experience. Discuss problems or challenges, the technology or technical skills involved, methods used and results obtained.

## **EXTRA CURRICULAR ACTIVITIES**

This section allows you to present job-related skills, knowledge and achievements acquired through a wide variety of other experiences. It can include things such as:

- o Memberships and Campus activities
- o Volunteer work/community involvement

# **Order of Relevance**

# Relevance Considerations



- There is a **“typical”** order information should be presented in (ex. Contact Info, Skills, Education, Experience)
- For experiential sections, items should be **in reverse-chronological order**; most recent experience is first
- Think about how much **relevant experience you have** (work, volunteer, school etc.) and let that guide your section headings
- **Most relevant sections should be at the beginning of the resume**



# Contact Information

Full Name  
(City/Province)  
Phone Number  
Carleton Email Address  
LinkedIn URL (optional)

## Notes:

- Be creative!
- Make sure your **email address is professional/appropriate (Consider using your Cmail)**
- Only include your LinkedIn if it is updated



# Highlight of Qualifications (Chronological Resume)

Include a short list of relevant skills (between 5-7) that are **targeted to the employer or industry** you're applying to

**Consider having bullet points that mention:**

- # of years you worked in different types of social service or human service industries
- Types of equity seeking community members you have helped or you're knowledgeable about
- Hard/Soft Skills that speak to industry requirements/lingo **(use different adjectives to describe your proficiency level)**
- Relevant certifications, software, or languages

## HIGHLIGHT OF QUALIFICATIONS

- **3+ years** of case management experience in social and human services consisting of the housing and mental health industry
- **Competent** in providing a safe and confidential counselling environment for equity seeking community members including newcomers, clients with disabilities, and the 2SLGBTQIA+ population
- **Proficient** in needs assessments and providing timely referrals with local agencies
- **Excellent** writing, research, presentation, and time management skills developed from fulltime post-secondary studies
- **Certified** in First Aid/CPR and ASIST Training
- **Computer skills:** Microsoft Word, Excel, PowerPoint, and SPSS
- **Fluent in French**, Spanish, and English: oral, written and reading

# Skills Profile (Combined or Skills Resume)

## SKILLS PROFILE

### **Communication Skills**

- Independently presented a seminar on...
- Applied academic writing skills when drafting a mock policy brief that would...

### **Assessment Skills**

- Evaluated the intake process of a potential mental health center using qualitative research methods to...
- Conducted needs assessments for equity seeking students which helped achieve...

### **Emotional Intelligence Skills**

- Used empathy and active listening skills when addressing retail customers in order to...
- Demonstrated intercultural awareness while providing residence tours for 100+ applicants which resulted in...

Use subheadings to divide your skills into categories (2-3)

Include skills gained from a variety of experience (volunteer, course work, and professional)

Under each subheading, include a few bullet points showcasing your use of this skill

### **TIP!**

Reflect on what you know about an **industry or employer** to influence which applicable skill subheadings you should include (e.g. skills relevant to social work industries such as housing, employment, mental health, newcomer services etc?; what skills are relevant for direct-intervention or policy research type roles?)

# Education



## EDUCATION

### **Degree Level, Major**

**20xx-Present**

Carleton University, Ottawa, ON

- Relevant Courses (Optional)
- Project/ Thesis Title/ Honors Essay (Optional)
- Scholarships/Honors/Awards (Optional)

An example would be:

## EDUCATION

### **Honors Bachelor of Social Work with a Minor in Psychology**

**2021-Present**

Carleton University, Ottawa, ON

- **Relevant Courses:** Statistics, Social Policy, Individuals & Families, Neuropsychology
- **Honors Essay:** "Evaluating Housing Inequalities During a Worldwide Pandemic"
- **Scholarships/Honors/Awards:** Prestige Scholarship and Deans' Honor List

**NOTE:** If you have more than 3 scholarships, honors or awards, consider creating an "Awards & Honors" section

**NOTE:** Include entries for all post-secondary credentials in reverse chronological order  
**(high school is not necessary)**

**NOTE:** If applicable, include any **additional concentrations or minors in other subjects**



# “Relevant” Work History

## Work Experience

### **Workshop Facilitator**

**2020-Present**

School of Social Work, Carleton University, Ottawa, ON

- Addressed a group of 30 undergraduate students during tutorial sessions resulting in increased comprehension of course material for
- Developed course curriculum and course evaluation for a group of 60+ students with disabilities designed to accommodate different learning styles and needs
- Accurately calculated and recorded student grades while meeting deadlines within the department

#### NOTE

- **Bold** the job title for each new job entry in this section. List job entries in reverse chronological order.

#### NOTE

- This section formatting will be the same for other experience as well; Volunteer, Extracurricular, Other Experience etc.

#### NOTE

- Consider only capturing your job titles from the last **5-10 years max.**

# Applied Projects

Highlight any **position-related** projects you may have completed that have provided practical experience

## Applied Projects

### Title of Project

**Summer 2023**

Course title, Department, Carleton University, Ottawa, ON

- Discuss problems/challenges, technology or technical skills utilized and the results/outcome
- Some skills to consider;
  - Was there a presentation or paper required?
  - Did you work independently or with a team?
  - What sort of technology or software did you use?

## **APPLIED PROJECTS:**

### **Exploring Social Media and Interpersonal Relationships**

**Summer 2023**

Media and Social Dynamics, Sociology, Carleton University, Ottawa, ON

- Conducted qualitative interviews with 65 Carleton University students to explore the impact of social media on interpersonal relationships, resulting in a comprehensive analysis of emerging mental health trends
- Collaborated with 5 other classmates to produce a detailed report about the possible causes and solutions for the effect on communication dynamics to educate the Carleton community on the issue
- Created multimedia products such as PowerPoint presentations, a 10 page report, and graphs to visually communicate the methods and findings, engaging an audience of approximately 30 individuals

# Other Optional Sections

- Relevant/Related Experience
  - Can combine volunteer, work experience, practicums, in one category to showcase all relevant experience together. **Have a separate section for “Other Work Experience”**
- Applied \_\_\_\_\_ (Skills Category)
  - Good for including/highlighting technical, lab or software specific skills
- Volunteer Experience
- Professional Development
  - Include conferences, workshops etc.
- Memberships/Certifications





# “Other: Work History (optional)”

## Other Work History

### **Sandwich Artist**

**2019-Present**

Subway Restaurants, Kingston, ON

- Assembled 30+ sandwiches per shift with a **high degree of professionalism** and speed which helped foster a satisfied and loyal customer base
- Demonstrated **emotional intelligence and sensitivity** when providing dietary alternatives for customers from different cultural and religious backgrounds
- Applied **active listening and empathy** when validating customer concerns which minimized the need for de-escalation protocols

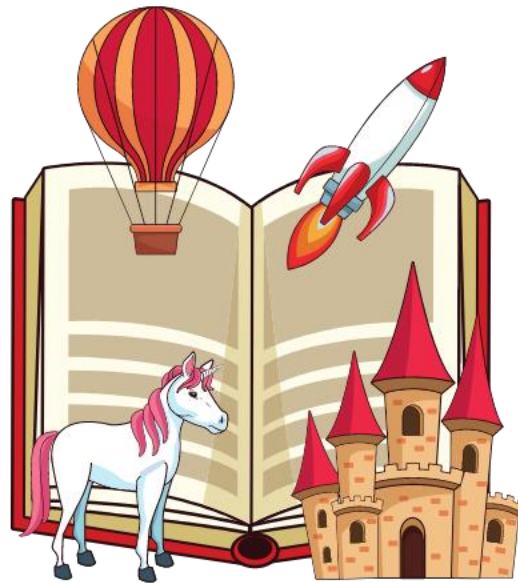


### **NOTE**

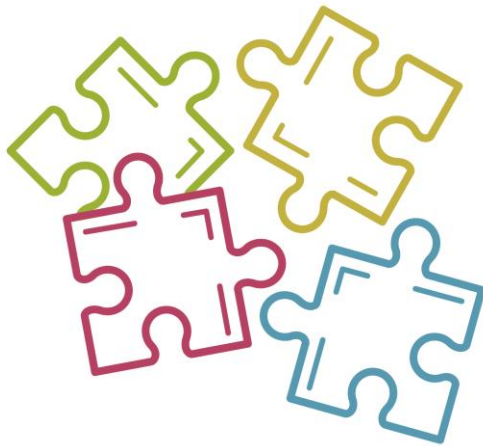
- Consider creating a “Other Work History” section exclusively for job roles that are traditionally outside of your industry goal
- Include bullet points that **illustrate skillsets and industry terms that are still transferable** to the roles you’re applying to.

**Content**

Show me, don't  
tell me!



# Communicating Your Skills



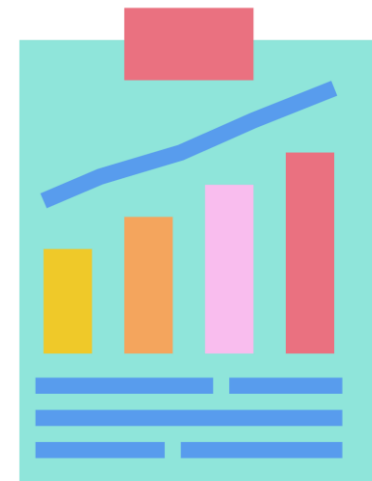
## **Situation:**

What was the task at hand?



## **Action:**

What did you do?



**Result:** What did you accomplish or learn?



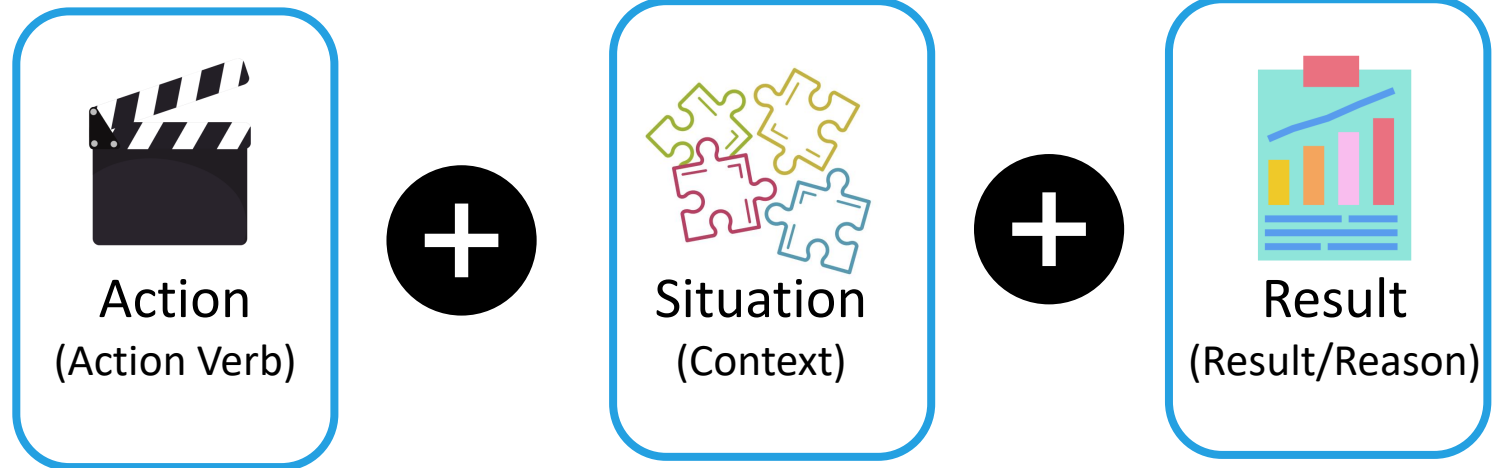
# Video SAR Accomplishment Statements



<https://www.youtube.com/watch?v=iBC-A0EWLY8&t=6s>

# SAR Formula

## WRITING IT OUT



# SAR Statements



Applied strong presentation skills

Redesigned the content and outreach strategies associated with a job search workshop series for 150 newcomers which boosted attendance, retention, and placement outcomes by 20%

- Concise bullet points to describe your experiences
- Used to outline your accomplishments in a simple and informative way.
- Opportunity to use numbers (result, impact, or engagement)
- Refrain from using personal pronouns or concluding with “periods”

# SAR (or ASR) Formula

**Action**  
(Action Verb)

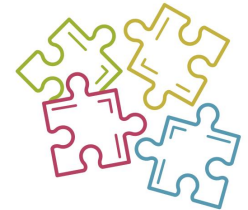
Redesigned ...

*(A list of good action words can be found here.)*



**Situation**  
(Context)

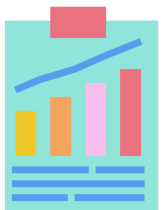
... the content and outreach strategies associated with a job search workshop series for 150 newcomers ...



**Result**  
(Result/Reason)

... which boosted attendance, retention, and placement outcomes by 20%

*(Try to quantify the “Situation” and/or “Result” where possible using numbers, percentages, dollar amounts etc. to demonstrate impact)*



# SAR Statement Examples

**(Action) + (Situation) + (Result)**

- Evaluated **(Action)** a mental health center's intake policy using qualitative research methods **(Situation)** to minimize client waitlists by 10% **(Result)**
- Conducted **(Action)** equitable needs assessments for 200+ patients **(Situation)** which helped generate more customized treatment plans **(Result)**
- Orchestrated **(Action)** student learning pods and customized practice exams for 30+ first year Psychology students **(Situation)** which resulted in greater confidence and stronger test scores amongst participants **(Result)**



**Tailoring**

# Key Reminders

- **Read** the job description and/or research the employer/industry in **detail**, pay attention to:
  - The **job title**
  - The **duties** associated with the role, possible **action** verbs or **lingo/terminology** associated with the industry
  - Reflect upon possible **requirements**
  - Details about the **employer**

# Example Job Description

**Job Title:** Social Equity Program Officer

Description:

Under the direction of the Manager, Canadian Programs, the Program Officer, Canadian Program works with policy, campaigns, communications and program staff across Oxfam Canada, as well as civil society partners, and the Manager, to maintain effective operational and reporting relationships with funders and project stakeholders, and to deliver quality program activities on time and on budget. The Program Officer, Canadian Program may also engage with a range of stakeholders within Oxfam and externally to promote Oxfam programs, advance good practices and disseminate learnings.

# **Job Title: Social Equity Program Officer**

Specific qualifications are:

- University degree in a directly related area such as social work, international development, political science, gender studies, environmental studies, adult education or equivalent combination of education and experience;
- Minimum three years' experience in a community or non-profit organization,
- Demonstrated experience in advocacy programming, and specifically on women's rights and gender equality;
- Demonstrated commitment to global justice, women's rights, gender equality and social change, as well as feminist ways of working.
- Highly developed interpersonal skills (notably facilitation skills, mobilization and organizing skills) and passion for connecting with people;
- Excellent written and spoken English, including strong analytical and report-writing abilities;
- Strong computer skills in word processing, spreadsheet, electronic mail and data base systems, use of social media;
- Demonstrated capacity to work effectively in a wide range of cultural and political settings;

# Job Title: Social Equity Program Officer

Specific qualifications are:

- University degree in a directly related area such as international development, political science, gender studies, environmental studies, adult education or equivalent combination of education and experience;
- Minimum three years' experience in a community or non-profit organization,
- Demonstrated experience in advocacy programming, and specifically on women's rights and gender equality;
- Demonstrated commitment to global justice, women's rights, gender equality and social change, as well as feminist ways of working.
- Highly developed interpersonal skills (notably facilitation skills, mobilization and organizing skills) and passion for connecting with people;
- Excellent written and spoken English, including strong analytical and report-writing abilities;
- Strong computer skills in word processing, spreadsheet, electronic mail and data base systems, use of social media;
- Demonstrated capacity to work effectively in a wide range of cultural and political settings;

# Possible SAR Statements for Highlight of Qualifications, Skills Profile, Work Experience, or Applied Projects



Accrued 3+ years of experience building **community** relations in a **non-profit** setting including organizing community events and **facilitating** workshops on topics relating to disability awareness and food safety



Advocated for **women's rights and gender equality** at Carleton University through the Gender and Sexuality Resource Centre in order to create a more welcoming environment on-campus



Demonstrated strong **analytical and report writing** skills through the completing of a variety of academic projects and essays on various sociological topics



# Activity:

## Write A SAR Statement

1. In small groups, develop one SAR statement that highlights a transferable task an/or experience you have gained through a work experience or school assignment.
2. Share your SAR statement(s) with the class by writing it on the Padlet board:  
[padlet.com/jeremystanley30/career](https://padlet.com/jeremystanley30/career)

# Resumes & CVs

## Action Verbs by Skill Set

First identify 2 or 3 skill sets most relevant to the position you hope to attain. Then scan through the list of verbs and select those that describe activities you have done in other situations. Continue down the list until you have identified a handful of examples that demonstrate your competency using this skill. Make sure you arrange your resume in such a way as to highlight the most significant of these. Use headings that match both your skills and the position to which you are applying.

<b>MANAGEMENT</b>					
<input type="checkbox"/> produced	<input type="checkbox"/> attained	<input type="checkbox"/> delegated	<input type="checkbox"/> enforced	<input type="checkbox"/> initiated	<input type="checkbox"/> administered
<input type="checkbox"/> anticipate	<input type="checkbox"/> chaired	<input type="checkbox"/> developed	<input type="checkbox"/> formed	<input type="checkbox"/> integrated	<input type="checkbox"/> recommended
<input type="checkbox"/> analyzed	<input type="checkbox"/> checked	<input type="checkbox"/> devised	<input type="checkbox"/> governed	<input type="checkbox"/> organized	<input type="checkbox"/> coordinated
<input type="checkbox"/> approved	<input type="checkbox"/> reviewed	<input type="checkbox"/> directed	<input type="checkbox"/> headed	<input type="checkbox"/> planned	<input type="checkbox"/> scheduled
<input type="checkbox"/> assigned	<input type="checkbox"/> contracted	<input type="checkbox"/> evaluated	<input type="checkbox"/> increased	<input type="checkbox"/> prioritized	<input type="checkbox"/> supervised
<b>COMMUNICATION</b>					
<input type="checkbox"/> addressed	<input type="checkbox"/> composed	<input type="checkbox"/> drafted	<input type="checkbox"/> interpreted	<input type="checkbox"/> persuaded	<input type="checkbox"/> recruited
<input type="checkbox"/> arbitrated	<input type="checkbox"/> conveyed	<input type="checkbox"/> edited	<input type="checkbox"/> lectured	<input type="checkbox"/> presented	<input type="checkbox"/> translated
<input type="checkbox"/> arranged	<input type="checkbox"/> transcribed	<input type="checkbox"/> enlisted	<input type="checkbox"/> mediated	<input type="checkbox"/> promoted	<input type="checkbox"/> corresponded
<input type="checkbox"/> authored	<input type="checkbox"/> developed	<input type="checkbox"/> formulated	<input type="checkbox"/> moderated	<input type="checkbox"/> publicized	<input type="checkbox"/> collaborated
<input type="checkbox"/> wrote	<input type="checkbox"/> directed	<input type="checkbox"/> influenced	<input type="checkbox"/> negotiated	<input type="checkbox"/> recorded	<input type="checkbox"/> emphasized
<b>RESEARCH</b>					
<input type="checkbox"/> assumed	<input type="checkbox"/> critiqued	<input type="checkbox"/> surveyed	<input type="checkbox"/> examined	<input type="checkbox"/> interviewed	<input type="checkbox"/> investigated
<input type="checkbox"/> clarified	<input type="checkbox"/> discovered	<input type="checkbox"/> diagnosed	<input type="checkbox"/> identified	<input type="checkbox"/> reviewed	<input type="checkbox"/> summarized
<input type="checkbox"/> collected	<input type="checkbox"/> defined	<input type="checkbox"/> dissected	<input type="checkbox"/> inspected	<input type="checkbox"/> organized	<input type="checkbox"/> determined
<input type="checkbox"/> correlated	<input type="checkbox"/> detailed	<input type="checkbox"/> evaluated	<input type="checkbox"/> interpreted	<input type="checkbox"/> reported	<input type="checkbox"/> systematized
<b>TEACHING</b>					
<input type="checkbox"/> adapted	<input type="checkbox"/> revised	<input type="checkbox"/> evaluated	<input type="checkbox"/> informed	<input type="checkbox"/> simplified	<input type="checkbox"/> coordinated
<input type="checkbox"/> advised	<input type="checkbox"/> developed	<input type="checkbox"/> explained	<input type="checkbox"/> inspired	<input type="checkbox"/> set goals	<input type="checkbox"/> tailored
<input type="checkbox"/> clarified	<input type="checkbox"/> enabled	<input type="checkbox"/> facilitated	<input type="checkbox"/> instructed	<input type="checkbox"/> sparked	<input type="checkbox"/> encouraged
<input type="checkbox"/> coached	<input type="checkbox"/> communicated	<input type="checkbox"/> guided	<input type="checkbox"/> persuaded	<input type="checkbox"/> stimulated	<input type="checkbox"/> trained
<input type="checkbox"/> unified	<input type="checkbox"/> lectured	<input type="checkbox"/> counseled	<input type="checkbox"/> led	<input type="checkbox"/> mentored	<input type="checkbox"/> modified
<b>DETAILS</b>					
<input type="checkbox"/> approved	<input type="checkbox"/> dispatched	<input type="checkbox"/> compiled	<input type="checkbox"/> organized	<input type="checkbox"/> retrieved	<input type="checkbox"/> met deadlines
<input type="checkbox"/> validated	<input type="checkbox"/> responded	<input type="checkbox"/> arranged	<input type="checkbox"/> purchased	<input type="checkbox"/> classified	<input type="checkbox"/> implemented
<input type="checkbox"/> retained	<input type="checkbox"/> recorded	<input type="checkbox"/> judged	<input type="checkbox"/> compared	<input type="checkbox"/> operated	<input type="checkbox"/> reorganized
<input type="checkbox"/> executed	<input type="checkbox"/> enforced	<input type="checkbox"/> collected	<input type="checkbox"/> inspected	<input type="checkbox"/> copied	<input type="checkbox"/> processed
<b>FINANCIAL</b>					
<input type="checkbox"/> verified	<input type="checkbox"/> audited	<input type="checkbox"/> developed	<input type="checkbox"/> forecasted	<input type="checkbox"/> projected	<input type="checkbox"/> researched
<input type="checkbox"/> allocated	<input type="checkbox"/> balanced	<input type="checkbox"/> earned	<input type="checkbox"/> managed	<input type="checkbox"/> rectified	<input type="checkbox"/> reviewed
<input type="checkbox"/> analyzed	<input type="checkbox"/> budgeted	<input type="checkbox"/> estimated	<input type="checkbox"/> marketed	<input type="checkbox"/> reduced	<input type="checkbox"/> administered
<input type="checkbox"/> appraised	<input type="checkbox"/> calculated	<input type="checkbox"/> financed	<input type="checkbox"/> planned	<input type="checkbox"/> adjusted	<input type="checkbox"/> proposed

## SKILLS IDENTIFICATION

**Instructions:** The goal of this exercise is to help you identify your marketable skills and abilities in order to create SAR statements. Start by reflecting on past and/or present work, volunteer, academic or extra-curricular experiences. Add these to the first column. Then for each situation, write out as many details as possible about how you went about this task (what skill did you use). Finally, explain the relevance/impact of what you did.

Situation (S) What was the task/situation at hand?	Action (A) What did you do? How did you do it? <i>*This is often the transferable skill</i>	Result (R) What did you accomplish? What was the importance/impact of what you did?



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Padlet

nataliepinto • 1m

**SAR Statements**

Click “+” to add response and then click “Publish”



# **Final Thoughts**

# Remember!



Unless specified, consider submitting your cover letter and resume in one combined file (the cover letter should be the first page)

Avoid personal pronouns & unused abbreviations



Proofread for spelling & grammar

Tailor your documents to the position you're applying for





# Need Further 1:1 Support?

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**Questions? Thank you!**

