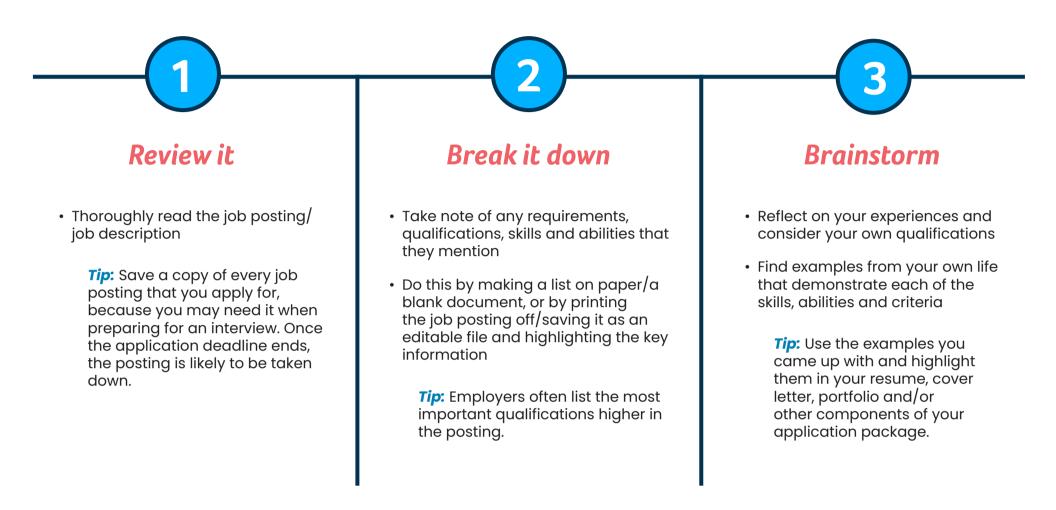
CAREER AND EMPLOYMENT TIPS | RESUMES

Analyzing a Job Posting

When applying for a job, an effective resume should be tailored to that position and should show that you understand the job requirements. The way to do this is to analyze the job posting. Follow these steps to learn how!



For example:

The job asks for	Maybe you have
A problem solver	 Recommended changes in the booking system to reduce waiting time and confusion when you volunteered to help organize a fundraising event Resolved customer complaints at the restaurant you worked in by listening to concerns and proposing solutions
Someone collaborative; a team player	 Promoted participation and open communication during a big group project at school, making an effort to ensure everyone's ideas were heard Worked together with your soccer team to create a positive environment, offering advice and encouragement to help peers improve their skills
Strong multitasking and time management skills	 Operated a till and cash register for customer purchases while directing incoming calls to the correct department of the store you worked at Planned ahead using an online calendar and set priorities based on urgency to successfully balance a part-time job and studying full-time

June 2022

NEED MORE HELP?

Book an appointment with us through MyCareerHub.

& 403.440.6307 <u>careerservices@mtroyal.ca</u> A200 Kerby Hall

Marcoval.ca/careerservices in Career Services on LinkedIn

MOUNT ROYAL UNIVERSITY **Career Services**