

## Your Guide to “Customizing Your Resume to a Job Application”

### How to Use this Guide:

Use this guide as your activity companion while tailoring your resume for a specific job. This guide is meant to help you match your skills and experiences directly to what the employer is looking for. Try out the example Coach prompts with Coach, take time after the activity to reflect on your progress, and get guidance on what your next steps can be.

### Time Required:

20-30 minutes

### Activity Objective:

To tailor your resume to a specific job description, make sure your application highlights the most relevant skills, experiences, and achievements that match the employer’s needs.

### Materials Needed:

- Access to [Coach](#)
- Your current resume
- A job description you’re interested in
- A notebook or digital document for taking notes

### Before We Get Started:

- Review the job description carefully.
- Highlight keywords and required qualifications.
- Think about which of your past experiences best match the role.

### Questions to Ask Coach (AKA Prompts):

- What keywords from this job posting are the most important? How can I included in my resume and match my background?
- How do I highlight the most relevant parts of my experience?
- How can I quantify my achievements in my resume bullets?

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- Which achievements should I emphasize to align with the job?
- Can you help me reword my resume summary for this role emphasizing how i meet the minimum/preferred requirements and quantified results?
- Pretend you are a hiring manager taking 6 seconds to look at my resume - what is your takeaway? How can I improve this to make it clear I am a good fit for the role?

### Reflection Questions:

- What changes made my resume feel more targeted?
- Is there anything irrelevant to this role that I should remove from my resume? Can I replace it with something more relevant?
- What problems are the employer hoping to solve with this role and how can I make it clear I can solve those problems?
- How does this tailored version better support my candidacy?
- Which sections of my resume felt the hardest to adapt, and why?

### Optional Next Steps:

- Share your tailored resume with a mentor for feedback.
- Apply for the job with your updated resume.
- Try the [Coach](#) activity, *Customize Your Cover Letter* to complete a strong application package.