1.

Activity introduction

This activity will help you tailor your resume to fit the jobs you're interested in. In this activity, you'll practice identifying key words and requirements in job descriptions that you can use to update your resume. Updating your resume with key words specific to each job application gives you a better chance to be selected for the interview phase. This is especially true now that many hiring teams use automated systems to scan resumes for key words aligned with the job.

After completing this activity, you'll have the opportunity to compare your work to a completed exemplar in the following course item.

Step-by-step instructions

Step 1: Select a job description

Search for a job listing that fits what you want to pursue. Use Google Search⬈ or another resource like Indeed⬈ or Linkedin⬈ for your search and select at least one job description. Once you've made your selection, open up a document and create a table with two columns. If you'd like to use a template, you can access a basic template we created here:

To use the template for this course item, click the link below and select "Use Template."

Link to template: Job descriptions template⬈ .

OR

If you don't have a Google account, you can download the template directly from the attachment below.

🖇 Google UX Design Certificate - Job descriptions [Template]
DOCX File

Step 2: Populate your table

Start filling in the first column of your table with the requirements from the job description you chose. Remember, these requirements describe the expectations for the person who lands the position. Copy and paste the job link into this column as well, so you can easily return to the listing when you're ready to apply.

Here is an example of what this might look like:

Job: careers.google.com	
Key Requirements:	
- Experience with mobile app prototyping - A strong understanding of information architecture and user flows - Ability to use insights from user research to inform the design process - Eager to ideate with a collaborative product team	

Step 3: Highlight key words
Scan over the list of requirements you added to your table and highlight key words.
Search for words related to the skills, tools, experience, or goals you would need for this job.

Job: careers.google.com	
Key Requirements:	
- Experience with mobile app prototyping - A strong understanding of information architecture and user flows - Ability to use insights from user research to inform the design process - Eager to ideate with a collaborative product team	

Step 4: Add your words
Now, you can copy and paste all of your highlighted words into a list in the second column. This list will make it easy for you to quickly scan what skills, words, or phrases you should use to reinforce your resume.

Job: careers.google.com	
Key Requirements:	**Key Words:**
- Experience with <mark>mobile app prototyping</mark> - A strong understanding of information architecture and <mark>user flows</mark> - Ability to use insights from <mark>user research</mark> to inform the design process - Eager to <mark>ideate</mark> with a collaborative product team	- mobile app prototyping - user flows - user research - ideate

Step 5: Update your resume

Now that you know the details of the job, you can use this list to tailor your resume to each specific job. Simply add these words into your resume descriptions, or include them in newly created descriptions. Keep in mind, your resume should only include the skills you have. It's okay if you can't do everything in the job description. Aligning your resume with the job description as much as possible will demonstrate to the recruiter or hiring manager that you're a good fit for the role.