Worksheet for Resume Workshop

6th April 2023

# **Exercise 1: Target Company**

## Company A

Please identify 5 roles in 5 different companies that you will be interested to join after TAP. Please be realistic and choose roles that fit your level.

|  |
| --- |
| **Company 1 Name:** |
| **Designation of Role Interested:** |
| **Job Description:**  What does the job entail? |
| **Job Requirement:**  What are the requirements of the job? |

## Company B

Please identify 5 roles in 5 different companies that you will be interested to join after TAP. Please be realistic and choose roles that fit your level.

|  |
| --- |
| **Company 1 Name:** |
| **Designation of Role Interested:** |
| **Job Description:**  What does the job entail? |
| **Job Requirement:**  What are the requirements of the job? |

## Company C

Please identify 5 roles in 5 different companies that you will be interested to join after TAP. Please be realistic and choose roles that fit your level.

|  |
| --- |
| **Company 1 Name:** |
| **Designation of Role Interested:** |
| **Job Description:**  What does the job entail? |
| **Job Requirement:**  What are the requirements of the job? |

## Company D

Please identify 5 roles in 5 different companies that you will be interested to join after TAP. Please be realistic and choose roles that fit your level.

|  |
| --- |
| **Company 1 Name:** |
| **Designation of Role Interested:** |
| **Job Description:**  What does the job entail? |
| **Job Requirement:**  What is the requirements of the job? |

## Company E

Please identify 5 roles in 5 different companies that you will be interested to join after TAP. Please be realistic and choose roles that fit your level.

|  |
| --- |
| **Company 1 Name:** |
| **Designation of Role Interested:** |
| **Job Description:**  What does the job entail? |
| **Job Requirement:**  What is the requirements of the job? |

# **Exercise 2: Your KSAEE**

What is your KSAEE? Take 2 Minutes to Reflect - What is something that you may be better than average people? What is something that company should hire you for? Please write in bullet form.

|  |  |
| --- | --- |
| **Knowledge:**  The theoretical or practical understanding of a subject. Having knowledge doesn’t mean you can apply it. |  |
| **Skills:**  The proficiencies developed through training or experience. Skills are the one |  |
| **Abilities:**  The qualities of being able to do something. If is usually innate or being internalised |  |
| **Experience:**  Something that you have gone through repeatedly over a period |  |
| **Expertise:**  Something that you are very good at, and people regard you as the top few echelons in the field (optional) |  |

Example:

**Knowledge:** You have knowledge in and is fully aware of the road rules and know what each of the button do in a car.

**Skills:** You practice your driving skills in a controlled environment

**Abilities:** You get your license by demonstrating your knowledge and skills in an uncontrolled environment

**Experience:** Your ability to drive improve each time you drive it slowly build into your muscle memory

**Expertise:** You have been driving for many years now over many cars. You know the in and out of the cars and even know the different engines and know how to repair and fix cars. You are now an expert.

# **Exercise 3: Your Personal Summary (15 Minutes)**

Please select a role that you have identified in Exercise 1. Please write a Summary from your KSAEE that fits the role. Try to have 4-5 points that can highlight / amplify your KSAEE

|  |
| --- |
| *Try to have 4-5 points that can highlight / amplify your KSAEE that is relevant to the Job Description* |

# **Exercise 3A: Your Personal Summary (Long Form) – To do at Home.**

You can put at your LinkedIn page and ask your personal mentor or LinkedIn mentor to help you with vetting.

|  |
| --- |
| *Try to have 3 Short Paragraph* |

# **Exercise 4: STAR Statements**

Please think of a contract, part-time or internship position). Please use that and write 3 – 4 STAR Statements in bullet form for the past role you had.

|  |  |
| --- | --- |
| [Company Name] | [(From) dd/mm/yy - (to)dd/mm/yy |
| [Designation] | |
| *Please use that and write 3 – 4 STAR Statement for the Role.* | |