

Career Development Services

Labor Market Skills-Scan Worksheet

Before you write or revise your resume, conduct a scan of what skills at least 10 employers are looking for in your occupation. Here's what we suggest you do...
 Find at least 10 job announcements on craigslist.org, indeed.com, a job bank or a company's website.

1. Look in the posting for job-specific "hard" and applied-life "soft" skills and place those listed skills in the appropriate column on the worksheet. They may be listed under a variety of headings including; knowledge, skills and abilities; responsibilities; desired qualifications; preferred qualifications, etc.
2. Identify the skills that are common to all the job listings by highlighting them with a marker.
3. Revise your resume by including those common skills as best you can with statements that illustrate your achievements.

Job Title/Company	Job Title/Company	Job Title/Company	Job Title/Company	Job Title/Company	Common requirements listed in all job announcements
Hard and Soft Skills listed in the job announcement					
Technical and Computer Skills listed in the job announcement					Common tech/computer skills