



Gathering Content For Your Resume

Skills are a great way to show you're qualified, even with minimal experience.

They also serve as important keywords on your resume that will help you pass screening by AI

Talents & Traits

What do your friends and family like about you?

What have past supervisors, teachers, or work colleagues appreciated about you?

What do you think are some of your best traits?

Industry Knowledge

Before you say you don't have any industry knowledge...

Simply by being a student enrolled at Merritt, you already have plenty of knowledge to claim.

Go to the Merritt College [Online Catalog](#)

- 1) Click on "Programs" in the grey column to the left. (If you don't see the column, click on 3 horizontal lines in the upper left corner of the browser window.)
- 2) Click the Program you are pursuing, then click on the degree/certificate you intend to earn.
- 3) You will find a bunch of industry keywords in the "Program Description" and "Learning Outcomes".
- 4) Write these down and put them on your resume.

Want to Find Even More Keywords/Skills?

- 5) Click on the Requirements Tab. You can use course titles as keywords for your resume.
- 6) Click on each course number to see a description of the course where you'll find yet more keywords.

What keywords did you find?

Required Skills

This one is a bit sneakier. We're going to look at what employers want and then see how many of those skills you can claim

Search Active Job Listings

- 1) Find a job listing that you're interested in. You can use job boards such as [LinkedIn](#), [Indeed](#), and [ZipRecruiter](#).

Pro-Tip! Search for "[Your Job Title] jobs near me" in Google and you'll open the Google Jobs portal which will present all active jobs on the Internet!

- 2) Scan the Duties, Responsibilities, and Qualifications sections of each job listing to see exactly what companies are looking for in their employees.
- 3) Write down or Cut-&-Paste the important keywords.

Examples:

- Seeking at least 1 year of **direct sales** experience.
- Training in **social media** or **online marketing**
- Outstanding **interpersonal communication** skills
- Ability to **lift packages** of up to 10 lbs
- (The bolded words are the important keywords)

Pro Tip! Select the whole job listing and drop it into [ChatGPT](#) with the prompt "Make a list of the most important keywords from this job listing." And voila!

What competencies are they looking for that you have?

Technical Tools

Technical skills include software programs, hardware, and methods

Software:

Hardware:

Methods: