

# MPA Resume Worksheet



OVERALL STRATEGIES		
TARGETED CONTENT	TARGETED FORMATTING	GIVE EVIDENCE
<p><b>Your target?</b></p> <p>Where do you want to work? In what type of role do you want to work?</p>		

READING JOB ADS & RESEARCH		
<b>Strategies</b>	<ul style="list-style-type: none"> <li>Review job add for competencies and skills</li> <li>Print job ad for later reference</li> <li>Review and highlight qualifications</li> </ul>	<ul style="list-style-type: none"> <li>Review company website for values/mission</li> <li>Talk to people in the field/company when you can for key skills and competencies</li> </ul>

PROFILE (SUMMARY OR HIGHLIGHTS) or OBJECTIVE	
Objective Strategies	<ul style="list-style-type: none"> <li>Position + Environment + Value Who you are + What you do + Why/How?</li> <li>Is it saying something that is not said elsewhere?</li> </ul>
Summary Strategies	<ul style="list-style-type: none"> <li>Order according to their needs/your greatest strengths—base on job description</li> <li>Use as “roadmap” to resume—provide specific examples/evidence</li> <li>Avoid Generic—could anyone else in your program write this?</li> </ul>
Examples	<ul style="list-style-type: none"> <li>Knowledge of policy development strategies and processes, analysis, gained through...</li> <li>Master of Public Administration degree (anticipated June 2018) with a focus on XX</li> <li>2 years of administrative/research experience and work with economic and socially-disadvantaged populations while employed as a social worker</li> <li>Knowledge of relevant legislation including X, Y, Z</li> <li>Strong writing skills and experience conducting research, writing reports and briefs for government, preparing government contract submissions</li> <li>Knowledge of current policy trends and changes in laws to effectively educate staff and serve as a resource</li> </ul>

Your Profile	
Structure (bullet lines)	<ul style="list-style-type: none"> <li>Who you are and what you are seeking</li> <li>What is most relevant about your background (in relation to the job)</li> <li>A signature strength</li> <li>What makes you unique</li> </ul>

EDUCATION		
Strategy	Add detail that enables reader to understand the value of what you've learned to the future role	Masters of Public Administration <span style="float: right;">2012 — Present</span> Queen's University, Kingston ON <span style="float: right;">Candidate</span> <ul style="list-style-type: none"> <li>• Electives in Art History and Chemistry, International Certificate</li> <li>• Key Projects: Developed an in-depth understanding of food security and agriculture policy while working on fourth year seminar course;</li> <li>• GPA</li> <li>• Awarded \$1,000 scholarship for high academic achievement</li> </ul>
Your Education (optional details below)		
	Relevant Courses	Projects
	Areas of concentration and/or electives	Papers/Presentations
	Research/lab experience	Thesis
	GPA	Awards
	Fieldwork	More?

EXPERIENCE DESCRIPTION	
<b>Common Challenges</b> <ul style="list-style-type: none"> <li>• Position in resume doesn't reflect its importance</li> <li>• Doesn't capture skills that are transferable to the job you're applying for</li> <li>• Statements limited to tasks or responsibilities</li> </ul>	<b>Success Strategies</b> <ul style="list-style-type: none"> <li>• Customized Headings/Flexible Order</li> <li>• Review for match between job position and resume</li> <li>• Focus on how, not only what (Accomplishment Statements)</li> </ul>

ACCOMPLISHMENT STATEMENTS		
<b>Verb:</b>	<b>Task:</b>	<b>Result:</b>

Tailoring Each Application	
<b>Strategies</b>	<ul style="list-style-type: none"> <li style="width: 50%;">• Decide on target work(s) (be quite specific to role)</li> <li style="width: 50%;">• Brainstorm wish list of skills/qualifications (or consult resources)</li> <li style="width: 50%;">• Tailor &amp; Target Summary of Skills/Objective</li> <li style="width: 50%;">• Determine categories (e.g. Policy-related Experience, Additional Experience)</li> <li style="width: 50%;">• Decide on most relevant experiences in resume</li> <li style="width: 50%;">• Function before Form! - Re-group, move around,</li> </ul>