

HOW TO TARGET YOUR

Make your application stand out from the stack

Your value to the employer increases when your skills clearly match with the position. Therefore, you should tailor your resume and cover letter by identifying how your experiences match with the qualifications and keywords used in the job description. They have given you a roadmap to what they are looking for...it's up to you to use it.

Program Specialist, Climate Political Affairs Association for Environmental and Social Justice

The **Association for Environmental and Social Justice** is seeking a Program Specialist to provide administrative and program support for the Political Affairs team.

KEY RESPONSIBILITIES

- Prepare written materials, respond to information request
- Identify/document/track key points, resources, research needs
- Communicate effectively, obtain and provide information
- Actively promote and ensure clear communication with staff at all levels
- Manage schedules, organize meetings, conference calls for the team
- Assist with coordination of legislative issues/develop and maintain legislative calendars
- Solve moderately complicated problems using independent thinking and knowledge in both routine and specialized projects
- Process expense reports and submit program-related invoices
- Maintain well-organized and accessible electronic and paper files
- Coordinate with Business Manager on tracking budgets and assist with monthly budgets
- Coordinate projects to ensure deliverables are given within specified timeframe

QUALIFICATIONS

- Bachelor's degree and office work experience in fast-paced, detail-oriented environment
- Meticulous attention to detail and organizational abilities
- Excellent oral and written communications ability
- Strong research skills
- Ability to work independently, and successfully handle and prioritize diverse tasks simultaneously
- Interest in environmental advocacy is preferred
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc)

Analyze a job description.

Look at a job description that you want to apply for. Underline the skills and strengths being sought. Circle the keywords or concepts specific to the job. Note **preferred** versus required qualifications. **After you have done that, sum up the 3-4 core qualifications you believe are most important to this employer. Write them down here.**

APPLICATION MATERIALS

SUMMARY OF QUALIFICATIONS

- 2+ years' experience in community activism and **environmental advocacy** campaigning
- Strong **organizational skills** and experience working with **budgets**
- **Detail-oriented** and hard-working leader of student **environmental advocacy** group working on **legislative issues**
- Demonstrated **time-management** and **multitasking** skills while balancing student work, extracurricular involvement and full-time academic studies
- Excellent **research skills** developed in **political science** and environmental science studies
- Effective computer skills including expertise with **Microsoft Office suite**

EDUCATION

University of Washington, Seattle, WA

Expected June 2018

B.A. in **Political Science**, with minor in **Environmental Science & Resource Management**

- *Related Coursework:* **Climate & Climate Change**; **Culture, Ecology & Politics**; **Environmental Politics & Policy in the United States**; **Global Environmental Politics**

RELEVANT EXPERIENCE

Students for Social & Environmental Justice - UW

Seattle, WA

Vice-President/Co-Founder (Sept. 2016-Present), Treasurer (Sept. 2015-2016)

- **Wrote** and revised organization's constitution and policies with 3-person committee
- **Managed** annual **budget** of \$5k, and **reconciled financial problems** in reports to ASUW
- **Communicated** with local politicians and business leaders to **coordinate** volunteering

RESUME

In the Summary of Qualifications section, *every single line is addressing something from the job description*. The student listed the preferred and most specialized skills first. They also used *vocabulary and skills straight from the job description* in their bullet points.

COVER LETTER

This excerpt of a body paragraph from a cover letter demonstrates how the student highlights and connects their skills and experience to the position.

While serving as the Treasurer for Students for Social & Environmental Justice, I managed all **budgets** and **financial reporting** of our organization the the Associated Students of the University of Washington. This financial reporting responsibility taught me how to reconcile **invoices**, **expense reports**, and **solve complicated problems** that arose upon occasion with our funding.

In addition to my administrative and leadership responsibilities, my combined studies in Political Science and Environmental Science provided me with strong background knowledge on the **legislative and scientific issues** the Association for Environmental and Social Justice is working on. The **research** I conducted on **proposed legislative changes to global warming policy** during the 2016 Congressional session demonstrates my abilities to **assist with research and coordination of legislative issues** that may arise in this organization. I am eager to use both my **organizational** and political science skills in this role.

Tailor your own materials.

*Study your own resume. Do you see the skills and strengths from the job description listed anywhere? Have you noted your specific knowledge, education or experience related to the keywords and concepts of the job? **Integrate the keywords, verbs and skills from the job description into your own bullet points.** Refer back to the 3-4 core qualifications you noted; do you feel that your resume addresses them? **Write 3-4 Summary of Qualification bullet point statements that specifically address how you have shown those in your past experiences.***