

Creating a Competency Based Resume

Whether you are applying for a part-time job, a full-time job, or an internship, developing a competency based resume can help you get one step closer to the prize: an interview. Take a few moments to complete the sections below to get started.

What activities are you currently or have you previously been involved with during your time at Otterbein?

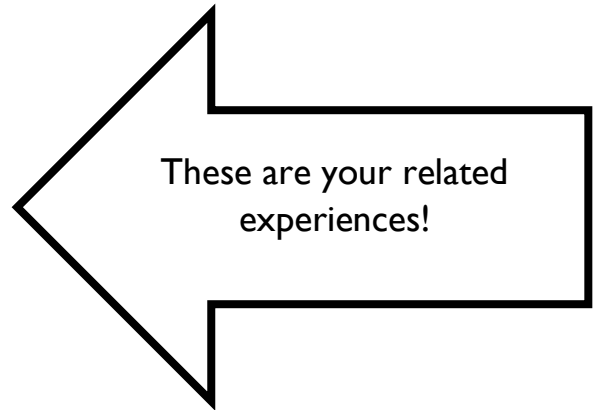
Ex. Store Associate at Kroger, RA, Peer Mentor in CSI, Secretary for AASU, Otterthon, Research Assistant

List the competencies for the position(s) you are seeking.

Ex. critical thinking, event planning, fundraising, time management

What specific projects or tasks have you completed that demonstrate your experience related to each of the competencies?

Ex. Raised money for Otterthon, Analyzed models in Accounting



Develop action statements for your competencies. (*Hint-flip page over for action verbs)

- Proposed innovative marketing strategy for recruiting new members, resulting in a 25% increase in membership
 - Raised \$2,300 for Nationwide Children's Hospital as chair of Otterthon fundraiser
 - Completed a 20-page analysis of financial quantitative models used by Fortune 500 companies for senior thesis
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Remember: Your section headers are *almost* as important as the experiences listed under them. Headers should be tailored and an accurate reflection of your experiences. Check out the ideas below!

Accomplishments

Campus Involvement

Community Service

Field Experience

Honors & Awards

Licensures/Certifications

Memberships

Presentations/ Publications

Professional Development

Related Course Projects

Relevant Coursework

Research Experience

In addition to these headers, you might also consider creating a section specifically related to the positions you are seeking, i.e. Accounting Experience, Communications Experience, Child Care Experience, Athletic Training Experience, etc.