

# Make a Professional Inventory

This is a pre-writing exercise to help you think about your skills and accomplishments relevant to a specific employer and get them down on paper before you write your resume. Here's how to do it:

1. Find a job listing you want to apply for.
2. Go through your job listing, highlighting or underlining all important keywords (nouns and verbs) and the qualifications.
3. Make a two-column table in a Word doc or on a sheet of paper (like the example below)
4. In the left column, write down minimum qualifications, preferred qualifications, and duties in the left hand. Pair that information with details from your own experiences using the keywords you found.

Don't worry about repeating information. Don't worry about perfect language, but be specific and detailed. See the example below.

<i>Job Listing Qualifications</i>	<i>My Experience</i>
Valid WA State Teaching Certificate with Special Education endorsement and appropriate content-area endorsement	Residency Teaching Certificate, State of Washington. Special Ed K-12 and Elementary Ed K-8 endorsements
Bachelor's degree in Education	Bachelor of Arts in Special Education (BAE), Eastern Washington University, 2013
Training and/or experience in Guided Language Acquisition Design or willingness to be trained.	Developed and taught lesson plans for Literacy for students with individualized special needs, grades 3-6, in a resource room setting.
Previous classroom teaching experience for students with special needs	Supported teacher and students grades 9-12 with daily tasks in a self-contained classroom.  Collaborated with students, parents, teachers, and support staff in the development of individualized education programs and transition planning.
	Proctored Measure of Student Progress (MSP) testing for students with accommodations.