

THE PINK SHEET: COMMUNICATE EXPERIENCE TO EMPLOYERS

1. LIST KSA EXPERIENCE

Role: Consider one job, internship, course, or volunteer experience.

Then, list the **major knowledge, skills, and abilities (KSAs)** you used and/or developed in that role.

Role: _____

2. LIST KSAS EMPLOYER WANTS

Tailored Resumes: List required or preferred KSAs for a job description you are applying for or interested in.

Industry resumes: Search for a relevant job title in O*NET Online (OnetOnline.org) and write the skills and abilities listed in the summary.

Job Title: _____

3A. CONNECT PREVIOUS EXPERIENCE TO JOB NEEDS

For each KSA listed on the left, draw a line to any KSAs it meets on the right.

3B. IDENTIFY EXAMPLES OF KSAS

For one line you drew, think of a **specific example** from a previous role that demonstrates how you meet KSA employer is seeking.

List examples with as much detail as possible.

➤ _____

4. PROVE EXPERIENCE TO EMPLOYERS

Write a bullet point for your resume using the formula: **Action verb + what + why**

Use the **Action Verbs to Help Your Skills Shine** handout along with descriptive words from your examples on the left to help describe the knowledge, skill, or ability the employer is seeking in a way that is unique to you.

➤ _____

