

### T-Chart for Analyzing Position Descriptions

Requirements/Qualifications	My Relevant Examples
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.

Include all of your qualifications on your resume. Select 3-5 of your strongest qualifications to highlight through examples or stories in the body of your cover letter.

## Translating Your Graduate Student Experience

**What did I do?** \_\_\_\_\_

(start with strong action verb)

**Why did I do it?** \_\_\_\_\_

\_\_\_\_\_

(think of the problem you were trying to solve, for the sake of what/whom)

**How did I do it?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(include your research method, type of analysis, tools, knowledge or skills used)

**What was my impact?** \_\_\_\_\_

(quantify your results with numbers or highlight achievements/honors)

**What did I do?** \_\_\_\_\_

(start with strong action verb)

**Why did I do it?** \_\_\_\_\_

(think of the problem you were trying to solve)

**How did I do it?** \_\_\_\_\_

(include your research method, type of analysis, tools, knowledge or skills used)

**What was my impact?** \_\_\_\_\_

(quantify your results with numbers or highlight achievements/honors)