Writing your middle paragraph(s):

* Using the job posting, take note of or highlight the skills/knowledge/experience required by the employer
* Which of the requirements do you have? Using the chart below, record these under ‘**Job requirements’** in the left column
* Where did you get them: paid work? Unpaid work (volunteer)? Academic program? Extracurriculars? Record the sources in the middle column, ‘**My evidence’**, with a brief description
* Now write a full sentence or two about this qualification, relating it to the job requirement; record this in the right column, ‘**Completed statement(s)’**
* Are there themes of any kind that would make sense to group together in one paragraph (maximum of 3-5 sentences)? For example:
  + Are some of the skills related to each other? (e.g., communication, interpersonal, teamwork);
  + Are there links/relationships between knowledge, skills, and experiences?
  + Do some of the skills/knowledge/experiences come from the same source? (e.g., academics, volunteering, etc.)
* Create the paragraph(s) and record in the boxes below. If you have more than one paragraph, arrange them with the most important and relevant paragraph first, in decreasing order of importance (maximum of 3 paragraphs)

|  |  |  |
| --- | --- | --- |
| Job requirements | My evidence | Completed statements(s) |
| *Example: strong communication and customer service skills* | *Serving customers at Tim Horton’s* | *During my two years of experience at Tim Horton’s, I was awarded ‘Employee of the Month’ five times, due to my outstanding service to a wide variety of satisfied customers.* |
| *Example: strong written communication skills* | *Writing opinion pieces for Imprint* | *Over the past 3 years I have regularly contributed engaging pieces to the UWaterloo student newspaper, Imprint. In my writing I have concisely articulated important information to a general audience and look forward to bringing this compelling writing style to the Marketing and Communications team.* |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

Completed paragraph(s):

1.

2.

3.