



# T-Chart Template

## Making Waves Education Foundation, Early Career & Alumni Team

A T-chart can be used in a variety of ways including to help one target their resume, cover letter, or prepare for an interview.

**DIRECTIONS:**

- 1) Make a copy of this document.
- 2) Review the job description and highlight keywords and key responsibilities/qualifications. This can usually be found in the “Responsibility,” “What You’ll Do,” or “Qualifications” section of the job description.
- 3) Reflect on your own experiences and skills.
- 4) Complete the T-chart.
  - a. On the left side, add the keywords and key responsibilities/qualifications you highlighted from the job description.
  - b. On the right side, include notes on your experiences and skills that align with the specific keyword and/or key responsibilities/qualifications noted on the other side. It’s best to include specific examples. *In other words, what experiences prove that you are qualified and/or could carry out the responsibilities listed in the job description?*
- 5) Once T-chart is complete, use it to target your resume accomplishment statements, write your cover letter to showcase your qualifications and transferable skills with specific examples, or prepare for answering interview questions directly related to the role the employer is hiring for.

<b>JOB DESCRIPTION</b> <i>On the left side, include keywords and key responsibilities / qualifications you highlighted from the job description</i>	<b>MY EXPERIENCES / SKILLS</b> <i>On the right side, include notes on your experiences and skills that align with the specific keywords and key responsibilities/ qualifications noted on the right side. Include specific examples.</i>
<i>Example:</i> “Administrative tasks including data entry, constituent casework, and preparing policy or event briefings”	<i>Example:</i> <ul style="list-style-type: none"> <li>• Data entry when I volunteered at Kids FIRST and helped with case management</li> <li>• Data entry when I did research at school for Psych professor</li> <li>• Event brief experience for Outdoor club when updated university faculty about upcoming collabs and events</li> <li>• Not formal policy brief, but experience with policy memos for Kids FIRST staff in regards to local, state, federal news on policy that would affect clients</li> </ul>