

Stop Rewriting Your Resume for Every Job

This topic has become way misunderstood. Here's the truth.

First, if you are diversely-skilled and sending out resumes for random jobs in different industries, you *will* be rewriting your resume a lot.

However, if you are sticking to jobs within one industry, you absolutely do not need to be rewriting your resume for every job.

There is one obvious reason why. The job postings for your skills and experience in your industry will be very similar in requirements, qualifications, and abilities.

Meaning . . . one resume, minor tweaks.

The three companies listed below posted on LinkedIn for an *Environmental Health & Safety Specialist*.

-  Sofina Foods Canada
Health and Safety Specialist
-  MasterBrand, Inc.
Senior Specialist, Environmental, Health & Safety
-  Siemens
Environmental Health & Safety (EHS) Specialist

Three different companies, three different provinces, but essentially all the same requirements.

Different Employers. Different Provinces. Same Requirements. Three real Occupational Health & Safety job postings. Nearly identical qualifications.			
Requirement / Qualification	Siemens EHS Specialist Edmonton/Calgary, AB	MasterBrand Senior Specialist, EHS Winnipeg, MB	Sofina Foods Canada Health & Safety Specialist Port Coquitlam, BC
Post-secondary education in OHS	✓	✓	✓
3–5 years of relevant OHS experience	✓	✓	✓
Knowledge of applicable OHS legislation/ regulations	✓	✓	✓
Implement and maintain safety programs/ systems	✓	✓	✓
Hazard identification and risk assessment	✓	✓	✓
Incident investigation / root-cause analysis	✓	✓	✓
Support regulatory compliance	✓	✓	✓
Participate in audits / assessments	✓	✓	✓
Develop and maintain safety documentation and reports	✓	✓	✓
Work with and influence operational teams	✓	✓	✓
Strong written and verbal communication	✓	✓	✓
Proficiency with Microsoft Office (e.g., Excel, Word)	✓	✓	✓
Safety designation/certification	Considered an asset	Considered an asset	Certification/First Aid required or asset

This chart illustrates that all three job postings contain the same requirements. Everything in that first column was pulled from each of the job postings.

If you were to apply for each of these jobs, you would only need to change the job titles on your resume to match the one in the job posting.

I wouldn't call that a rewrite.

Whether you're a Tradesman,

a Health & Safety Specialist, a Nurse, or a Financial Analyst, you should only have to tweak your resumes slightly for every job you apply to. If you're doing more than that, you're applying to the wrong jobs.

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