

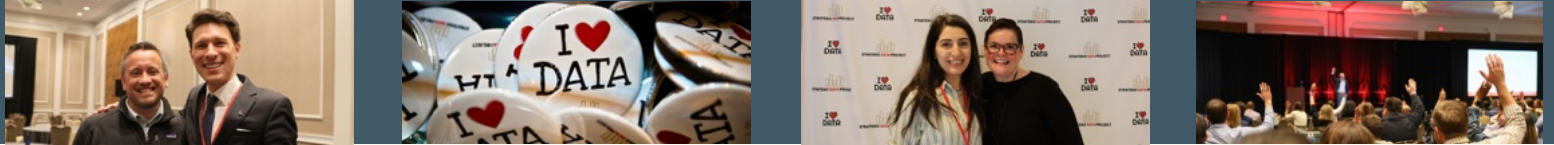
Education Data Leadership: Candidate Resources

A workbook from the Strategic Data Project



STRATEGIC DATA PROJECT

The Strategic Data Project, an initiative of the Center for Education Policy Research at Harvard University, has recruited, screened, and matched education data talent with school systems since 2009. Learn more about our work and how to partner with us: sdp.cepr.harvard.edu.



Over the years, the **Strategic Data Project** has met hundreds if not thousands of candidates who have deep technical skills, are mission-driven, and are eager to learn. However, they might lack a suite of jobseeker materials that tell a cohesive story or they struggle to show their value in an interview setting.

We're here to help. While a candidate can't fix a confusing job description, take control over all internal politics, or fix broken hiring processes, they *can* clarify their own goals, ask good questions, and present their skills and experiences in a way that is easy for interviewers and hiring managers to understand.

Included resources:

- **Consistency Checklist for Jobseekers**
- **Skills and Keywords Identification**
- **STAR(T) Technique for Interviewing**

Consistency Checklist for Jobseekers

Use this checklist to review your resume, LinkedIn profile, cover letter, portfolio, and other job application materials. Good alignment across your materials builds your credibility as a candidate.



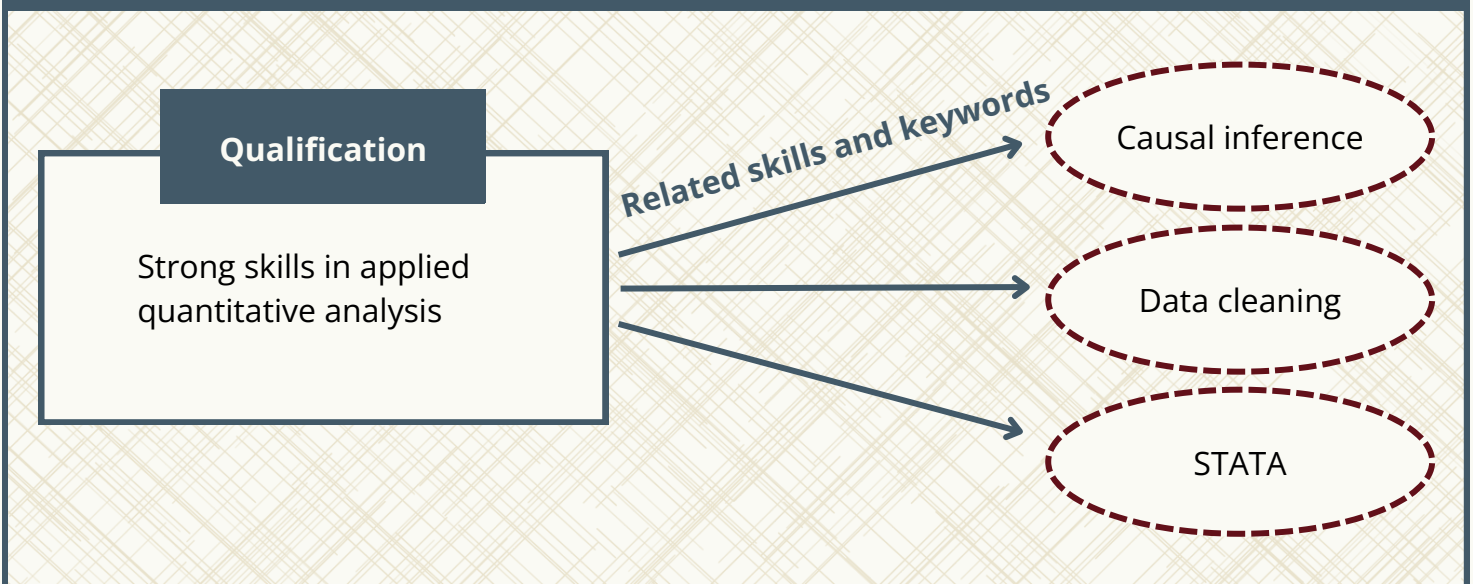
Can people find and contact you easily?	☐ Use one consistent email address for application accounts and display on resume and/or portfolio. ☐ Check any links to portfolios, websites, or articles; remove any inactive links.
Are your names, titles, and dates consistent?	☐ Ensure your name is spelled and formatted consistently on all materials and platforms ☐ All previous job titles and dates match across materials and platforms; any title differences are noted (e.g., job classification vs. working title)
Is your impact clearly demonstrated?	☐ Accomplishments are uniform across platforms (e.g., if you have updated metrics, update anywhere they are listed) ☐ Ensure clarity across your materials about what types of roles or employers you are looking for
Do your materials tell the same story?	☐ Summary on resume is same tone as about on LinkedIn ☐ Styles, fonts, other visual elements are updated and consistent

Skills and Keywords Identification

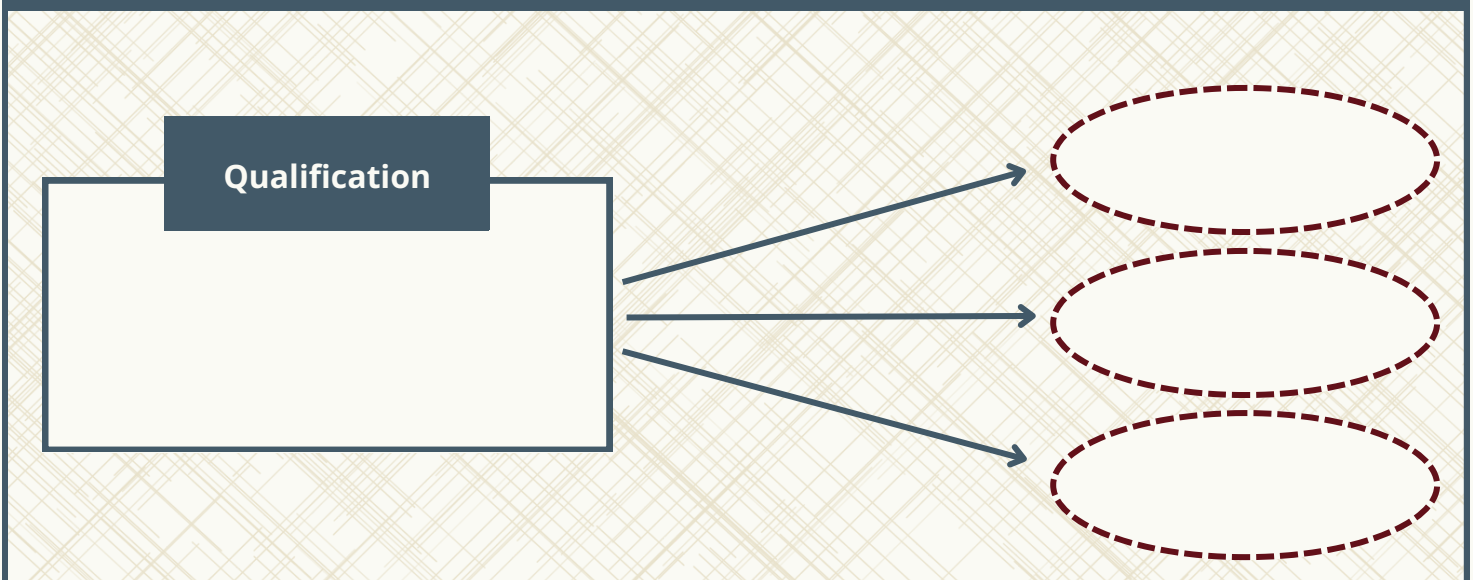


Use this worksheet to outline the qualifications for the roles you are seeking and translate them into relevant skills and keywords. You can gather these keywords and incorporate them into your LinkedIn profile or other public-facing platforms.

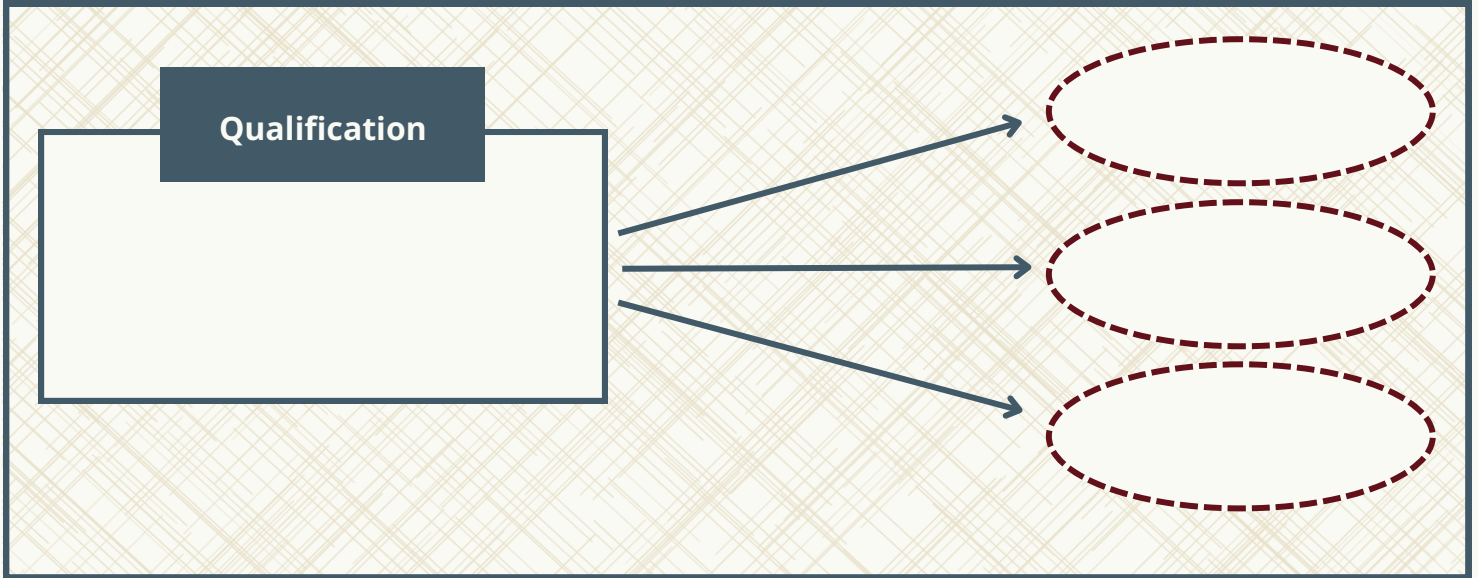
Example:



Fill in your own:



Fill in your own:



After identifying relevant keywords, outline where they should be added on your public landing page, and go put them to work!

Three empty rectangular boxes with dark blue borders, arranged horizontally. Each box has a dark blue label at the top: 'Headline', 'About Me', and 'Top Skills'. The boxes are intended for users to outline where relevant keywords should be added on their public landing page.

STAR(T) Technique for Interviewing

This worksheet can help you break down your experience into the STAR(T) framework. Use it to prepare 3–5 examples before your next interview.



Example interview question: *Tell us about a time you needed to get buy-in from a supervisor or stakeholder.*

Situation	→	
Task	→	
Action	→	
Result	→	
Transfer	→	

Put these pieces together for an interview response that communicates your experience, impact, and readiness for the role!

Interview question: _____

Situation	→	
Task	→	
Action	→	
Result	→	
Transfer	→	

Combine your Situation, Task, Action, Result, and Transfer into one complete response: