



MYEXPERIENCE TRANSCRIPT **Student Tip Sheet**

What is the MyExperience Transcript (MET)?

The MyExperience Transcript (MET) is a validated record of the experiences that you have engaged in while attending the University of Lethbridge. When used in combination with your academic transcript, the MET provides a comprehensive account of your knowledge, skills and experience you build and curate via co-curricular experience and competency development. Use the MET to engage future employers, researchers, professional associations and more.

How to use your MyExperience Transcript (MET) in the job search process

Your Resume and Cover Letter

List MET experiences in the "Related Experience Sections" of your resume.

- Example 1: List projects or activities within your academic program but not for academic credit, such as public speaking and group work.
- Example 2: Community engagement activities can be listed under your "Volunteer" section, such as Operation Red Nose.

Mention your MET experiences on your cover letter if the experience supports your employability for the position you are applying to. Use the competency framework to explain the required skills developed rather than the tasks completed.

Job Applications

If a job application provides space for additional documents to be attached, upload your MET. Experiences reflected on your MET connect to qualifications for the job.

Job Interviews

- When preparing your success stories for a job interview, refer to your MET experiences. MET experiences provide a wide array of examples that will demonstrate your employability skills .
- Use the reflection tool. Refer to the reflections you wrote while participating in your MET activity to help you identify skills and experiences that employers will be interested in hearing about.

Portfolios

- Incorporate your MET experiences in your portfolio. Provide links or examples of project work into each activity on the MET.
- Refer to your resume as a guide to help you determine where you want to place your MET experiences within your portfolio.

Have questions?

my.experience@uleth.ca

MET Benefits:

1. Acquire relevant professional work experiences and core employability skills that can be leveraged in an active job search.
2. Promote yourself! You have a holistic education that includes experiences that foster transferable skills that increase your employability.
3. Improve your networking skills. Develop new working relationships with on-campus and off-campus communities.
4. Gain a competitive edge during the job interview process. You will articulate your experiences and skill development using professional language
5. Gain career confidence, and make informed decisions about your career path.



Reminder: MyExperience helps you build and demonstrate skills, competencies, and articulate your experience. For example, if you organized fundraising events you likely demonstrated skills in leadership, communication, and creative problem solving. The skills you demonstrated in all these activities are considered transferable skills that employers are interested in knowing.

How do I connect MyExperience Transcript to the job I am applying to?

Identify the learning outcomes/competencies you developed during your participation

- Make a list of the competencies you developed during your participation in the experience
- Write down at least two examples of how you demonstrated that competency during your participation. Hint: Use the following format: situation, action, result.
- Find the competency framework by visiting:



Review the job posting, Identify the key skills, competencies, and experience required listed in the job description

- If you don't have a job description then research the job title using the Canadian National Occupation Classification. noc.esdc.gc.ca

Make a list and compare your MET outcomes/competencies list to requirements and competencies required for the job you are interested in applying to

- You can use this list to help you write your resume and prepare for a job interview

Connect with the University of Lethbridge Career Bridge Office

- Our Career Coaches can assist you with identifying employability skills, competencies, and experiences that you developed through your experience.
- Career Bridge can assist with resume & cover letter writing, interviews preparation, and more!

To connect with MyExperience on campus log into **GO.ULETH.CA/ME** to book an appointment or visit Anderson Hall **AH151**

How do I describe the MyExperience Transcript (MET) to an employer?

- MyExperience offers students diverse opportunities to engage in activities validated by the University of Lethbridge as fostering learning through personal and professional growth.
- Allows students to build employability skills and enhance transferable skills beyond the student's academic transcript.
- Promotes co-curricular recognition. Students submit their involvement in co-curricular activities to the University of Lethbridge's MyExperience Transcript Advisor by emailing myexperience@uleth.ca.
- An official institutional document that validates a student's achievement and involvement through various recognized categories identified by the academic institution.