



## WHAT IS THE MYEXPERIENCE TRANSCRIPT (MET)?

The MyExperience Transcript (MET) is a validated record of the various experiences you participate in during your time at the University of Lethbridge. Complementing your academic transcript, the MET comprehensively showcases the knowledge, skills, & competencies you cultivated through co-curricular activities. Utilize your personalized MET to engage future employers, researchers, professional associations, & more by highlighting your well-rounded experiential learning journey.

## HOW TO LEVERAGE YOUR MYEXPERIENCE TRANSCRIPT IN THE JOB HUNT:

### Your Resume and Cover Letter

#### *For Resume:*

- Include MET experiences under “Related Experiences” section
- List non-credit projects within academic programs, like public speaking or group work

#### *For Cover Letter:*

- Mention MET experiences if relevant to the position
- Use competency framework to emphasize skills developed

### Job Applications

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

### Job Interviews

- When preparing your success stories, refer to your MET experiences as they provide a wide array of examples that can demonstrate your employability skills.
- Revisit the written reflections to identify key skills & experiences that will resonate with potential employers

### Portfolios

- Incorporate 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](mailto:my.experience@uleth.ca)

# MET BENEFITS:

- 1 • Showcases professionally relevant experiences & core employability skills to strengthen your job search
- 2 • Highlights your well-rounded education & transferable skills that boost employability
- 3 • Gives you a comprehensive edge in interviews by enabling you to clearly articulate experiences & skillsets
- 4 • Builds career confidence & can inform your decision-making process about future career paths

**REMINDER:** MyExperience helps you build & demonstrate skills, competencies, & articulate your experience. For example, if you organized fundraising events you likely demonstrated skills in leadership, communication, & 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 MY MET TO THE JOB I AM APPLYING TO?

### 1. 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 [here](#)

### 2. 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](http://noc.esdc.gc.ca)

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

### 4. 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!

#### COMING SOON:

You will be able to upload & access your MET through the My.Creds.ca online credential wallet!

Visit [MyExperience.ca](http://MyExperience.ca) for more info



## EFFECTIVELY DESCRIBING YOUR MET TO EMPLOYERS

- The MyExperience Transcript is an official institutional document that validates your professional & personal growth experiences beyond academics at the University of Lethbridge
- It allows students to develop crucial employability skills & transferable competencies complementing your 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](mailto:myexperience@uleth.ca).