

Position Requirements Analysis

What are the qualifications that the employer looking for (from the job description and your company research)?	How is it being utilized in the job (for which duties and how)?	How important is this qualification for day one (please check)? <i>Please review the qualifications importance chart below.</i>				Example(s) where have I demonstrated/used this skill <i>(especially important for the items ranked 1 or 2). Please see reverse for examples of how and where you will use this information.</i>
		1	2	3	4	

Qualification Importance

1. **Absolutely critical.** The job requires that I can do this well on the first day and I need to demonstrate that I am proficient at this.
2. Key requirement for the job and I will be using this skill regularly (very important to show that I can do this).
3. Important and can be learned during training (need to show that I can learn this skill quickly)
4. Nice to have and might be used sometimes (an asset but not required)



Communicating Your Relevant Skills

Outcome Based Statements (on your resume)

- Using outcome-based statements on your resume helps employers see direct evidence of the skills you have demonstrated. The most common format is “action-verb, scope (e.g. explaining details) and results.”
- Please see our Resume Content Builder Tool for examples on how you can build outcome-based statements. There are also samples available in the Resume Toolkit on the Career Centre website.

STAR Stories (at interviews)

- STAR stories are used at interviews when you are asked to provide an employer of an example when you demonstrated a skill or quality.
- The structure of STAR (Situation, Task, Action, Results) helps you organize your response which makes it easy for the employer to see the value of the experience.
- Please attend our “Preparing for Your Job Interview” workshop for assistance in building your STAR stories and practicing your response.

Responding to “Tell Me About Yourself” at Interviews and at Networking Events

- Tell Me About Yourself is one of the most common questions asked at interviews and at networking events. As you analyze the position (or career), it’s helpful to give examples of one or two of the key skills you have demonstrated.
- Think about your examples from the qualifications that you labeled as “must haves” (rated 1) on the Position Requirements Analysis Chart.
- For more details on how to answer this question, please attend a “Preparing for Your Job Interview” or “Learn to Network” workshop

In the About Section (on LinkedIn)

- The Summary or About section is one of the most read parts of your profile. Providing evidence of your top three skills helps the reader see your key qualities.
- For more tips on writing your LinkedIn profile, please attend our LinkedIn for Job Search workshop or meet with an Employment Strategist.

