

JOB DESCRIPTIONS TO QUALIFICATIONS MADE EASY

JOB DESCRIPTION: Identify the **Knowledge, Skills and Abilities (KSA)** from the job description to tell you what kind of a person your prospective employer is seeking. Highlight the KSAs in the job description.

List each individual KSA you highlighted in column (A) – one per line. List in column (B) where you demonstrated that you have the KSA the employer is seeking. In column (C), give specific examples that prove you have the KSAs. Lastly, in column (D) rank your strongest to weakest KSA by putting a number “1” to indicate your strongest KSA and number 2 for your next strongest KSA and so-on until all are ranked.

(A) Knowledge, Skills and Abilities Sought By The Employer	(B) Where Have You Demonstrated That You Have this KSAs?	(C) Tell a Story of you utilizing this KSA. Use the STAR method – Situation / Task / Action / Result.	(D) Rank

QUALIFICATIONS SECTION: Use the KSAs described above on the lines below. Select powerful action verbs (or descriptive modifiers) to begin your qualification statements that will convey to your prospective employer **how/why** you will be an excellent addition to their company. Use appropriate adverbs, if necessary. These phrases should be informative and specific enough to convey that you can “deliver the goods”. Employers value quantifiable statements – express to what degree or amount you have affected the task you were assigned to do.

#1 KSA Ranked Strength _____
Appropriate Adverb and/or Verb

#2 KSA Ranked Strength _____
Appropriate Adverb and/or Verb

#3 KSA Ranked Strength _____
Appropriate Adverb and/or Verb

#4 KSA Ranked Strength _____
Appropriate Adverb and/or Verb