



TAILOR YOUR SKILLS FOR THE JOB YOU WANT

Using your skills to market yourself as the ideal candidate for the job - *consider the following:*

SELF-ASSESSMENT & PREPARATION

- have you identified and reflected on your interests and skills?
- have you ranked your skills (proficiency levels)?
- have you documented evidence of your skills (how you've been able to develop and apply them)?
- have you been able to quantify the impact of your skills (if not think about how you can)?



JOB MATCHING

- are you considering jobs that align with your skills and interests
- have you analysed the qualifications and expectations contained in the job posting?
- have you carefully reviewed the duties as well as the skills needed to fulfill those duties?
- have you examined "other requirements" and reflected on how you meet or could meet the requirements?



ENSURE YOUR RÉSUMÉ ALIGNS WITH THE POSTING

- have you created a list of what should be included in your résumé and cross referenced it to the job posting?
- have you used language and phrasing that is found in the posting and represents that industry?
- have you included quantifiable evidence of your skills from your post-secondary education and previous job or community experiences?



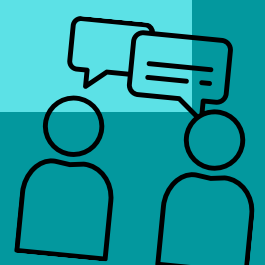
CREATE A WINNING RÉSUMÉ

- have you given consideration to an appropriate format and design (one that not only highlights your skills and experiences but also reflects company culture)?
- have you asked someone to review your résumé to offer you feedback?
- have you scrutinized your résumé for typos, errors and omissions?



SEEK ADVICE AND SUPPORT

- have you spoken with people who know you well to hear their perspective on your skills?
- have you reached out to a career advisor or someone in that industry to get advice on how to prepare and promote your best you?



YOUR SKILLS FOR SUCCESS
Securing Your Future