

Skills/Characteristics Match

Identify the phrases from the job description that tell you what kind of a person your prospective employer is looking for. Highlight these phrases. List these characteristics and skills in the left column below. Next, list your related skills taken from your Transferable Skills worksheets in the right column.

Characteristics and Skills Desired by Employer	Related Skills You Possess

“Marry” the two columns above on the lines below. Select powerful action verbs 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 love quantifiable statements – express to what degree or amount you have affected the task you were assigned to do.

Appropriate Adverb and/or Verb

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