Skills Audit

This exercise will help you target your responses to the interviewer’s questions. Complete it prior to your interview.

<table>
<thead>
<tr>
<th>The Position or Profile</th>
<th>Skills and Qualities</th>
<th>Your Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using the job posting or a profile, list the main functions of the job or occupation, as well as information about the employer (if applicable).</td>
<td>For each point in the left column, list the main skill and sub-skills and qualities required.</td>
<td>For each point in the middle column, identify experiences (academic, work, volunteer, etc.) where you used those skills and qualities.</td>
</tr>
</tbody>
</table>

**Example:**

*Copied from the Posting:*
Handle customer inquiries, concerns, and complaints expertly by resolving them in a timely manner.

**Communication Skills**
- Verbal communication
- Nonverbal communication
- Interpersonal communication
- Rapport listening
- Emotional awareness

**Work Experience: Sales Person**
- Explained service and warranty policy and procedures
- Sold warranties and repair services
- Addressed customer inquiries, complaints, requests for service and returns at point-of-contact