



Skills Audit

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

The Position or Profile 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).	Skills and Qualities For each point in the left column, list the main skill and sub-skills and qualities required.	Your Experience For each point in the middle column, identify experiences (academic, work, volunteer, etc.) where you used those skills and qualities.
<p>Example:</p> <p><i>Copied from the Posting: Handle customer inquiries, concerns, and complaints expertly by resolving them in a timely manner.</i></p>	<p><i>Communication Skills</i></p> <ul style="list-style-type: none"> • Verbal communication • Nonverbal communication • Interpersonal communication • Rapport listening • Emotional awareness 	<p><i>Work Experience: Sales Person</i></p> <ul style="list-style-type: none"> • 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
