



Top Ten Reasons to Hire Me

◆ Ready Resource 9

Career Services

No matter what stage of the job search process you're in, conducting an effective search is difficult without knowing what you want to do and why you are qualified to do it. Before beginning a job search, you must have a good idea of what will make you happy, such as the tasks you would like to perform, and you must be able to convince an employer of your merit. While addressing these issues is not easy, determining your "Top Ten" favorite qualities and skills can make the task much less difficult

Purpose of A "Top Ten" List

Creating a "Top Ten" list can be useful for:

- ✓ Exploring career possibilities, especially through information interviews;
- ✓ Identifying suitable positions without worrying about job titles (for example, you tell people the skills/qualities you wish to use and they suggest options);
- ✓ Showing an employer you have a sense of career direction even though you may not yet have focused on a particular position;
- ✓ Presenting your strengths to employers, whether in a resume, cover letter or interview;
- ✓ Gaining self-confidence -- a critical tool for successful information gathering and job searching.

What Goes Into a "Top Ten" List

A "Top Ten" list includes both personal qualities and skills. What are qualities and skills? Qualities relate to your personality, e.g., assertive, sincere, hard working. Skills relate to your ability to deal with data, people, things, or ideas, e.g., editing publications, researching information, and coordinating events.

Creating Your "Top Ten" List

Step 1 - Choose a method for recording your favorite skills and qualities. Brainstorm on your own or with the help of friends and family. Focus on the skills and qualities that you enjoy using and those in which you take pride. Don't limit yourself to those skills and qualities which are most

developed. Also, draw from many experiences, not just paid positions, and focus on tasks or roles you particularly enjoyed.

Step 2 - After each skill or quality be sure to list one or more examples to back it up or to provide credibility. See example on the back of this reference.

Step 3 - Prioritize the list. Reorganize your brainstormed list by recording the most important items first.

Tips for Your "Top Ten"

1. Your "Top Ten" list can be general or specific. Your list can be a generic list, one to guide your thinking or to use in an informational interview. This generic list can also be focused into a targeted "Top Ten" for use in a resume, letter, essay, or interview as you approach a particular employer or graduate school.
2. When creating a list for a particular position, always include an item relating to your career/job interest and always include one on the preparation you received at FHSU.
3. Remember that your list(s) will change over time. Although some items may remain constant because your skills and qualities may be transferable to different positions and employers, you will inevitably develop other skills and qualities to be included on your "Top Ten". Keep your list current.

Sample Top Ten Categories and Descriptions:

Each of the following categories is a sample that you can include in your own Top Ten list. Each category should be accompanied by two to three explanation sentences.

1. Career Interest: Explain what your career focus is and how this position helps you to meet that focus.
2. College Preparation: Explain the coursework that is relevant to the position, as well as your current status in college
3. Demonstrated Interpersonal Skills: Use this section to highlight significant leadership and communication experience.
4. Professional Development: Show how you are involved in organizations related to your degree area or activities that have increased your level of professionalism.
5. Organized: Illustrate any projects or activities that show excellent organizational skills.
6. Willing To Travel: Highlight any traveling you have done for past positions or projects, as well as any culture skills (ie: speak a different language, lived in a different country) that you possess.
7. Determined: This area could be used to illustrate obstacles you have overcome either in a work situation or at school. An example is to show the percent of your education you personally funded through work, etc.
8. Dependable: This section should show your consistency either in school or work. Past performance reviews may be mentioned briefly here or outstanding class attendance.
9. Design Experience: Use this section to highlight significant class projects that utilized skills related to the position. This would include any technical expertise that you may have developed.
10. Communication Skills: This section should focus upon all aspects of your communication abilities, including written and oral. Use examples of written documents regarding your career field that you have submitted for projects and presentation outlines to illustrate presentations you have delivered.