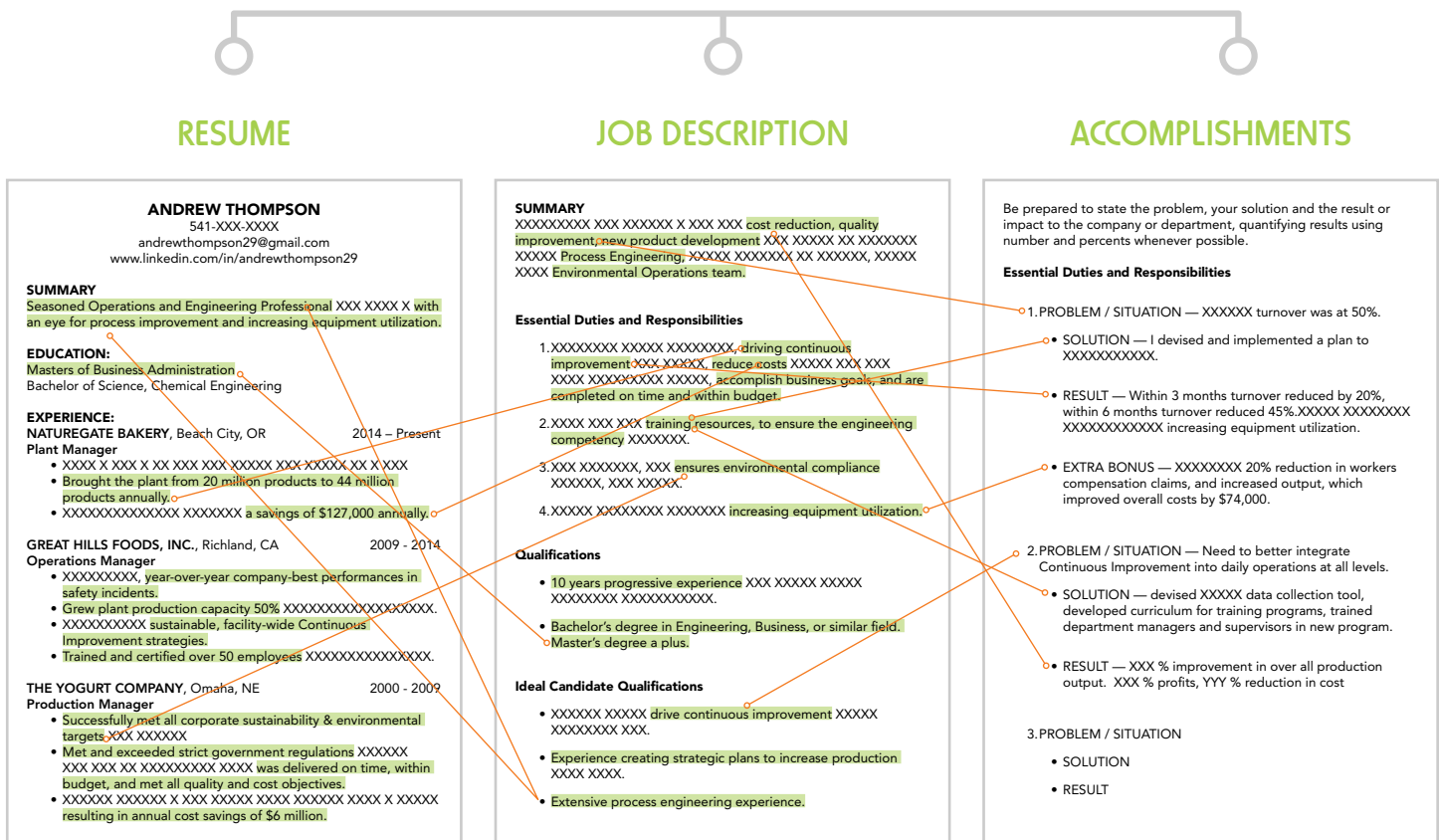


SKILLS INVENTORY MAP

The well prepared candidate stands out.

Show an employer that you can speak their language and achieve their goals by matching your experience with what they're looking for. By completing a Skills Map for each job you pursue, you won't have to pause and dig for examples that relate specifically to the job because you'll have a written list right in front of you.



MAP OUT YOUR SUCCESS BEFORE EACH INTERVIEW

- 1 Pull out your Resume, Job Description, and a blank piece of paper, titling it Accomplishments.
- 2 Highlight the major requirements and desired experience in the Job Description.
- 3 Draw lines to where the requirements and experiences show up on your Resume.
- 4 Fill out your Accomplishments page. Using the lines you've drawn as guides, write a story about how you've accomplished the requirements in the job description. **State the problem, your solution, and the result or impact to the company or department, quantifying with numbers and percentages whenever possible.**

HERE'S AN EXAMPLE:

- a) A job description says you need to have 5 years of experience managing production lines at a food processing plant that runs 24/7 and increased production output by 5%. So your Accomplishment might be:
- b) "I've managed 5 different production lines in a 24/7 food processing environment for a total of 7 years. The teams on the production floor were untrained and made huge mistakes when I first came onboard. There was so much turn-over that it was next to impossible to make improvements in output. But, I devised a plan XXXXX and it worked. We started hiring differently, implemented a new training program, created an incentive program for showing up on time. The result was a 50% improvement in employee turnover. Plus

we spent more time in production and less time training, improving our production numbers by 10%. The bonus that we had not expected was that our workers compensation claims when down 20% since the production team was better trained and engaged."

- 5 Rank your past Accomplishments by most important in relevance to the Job Description.

Need help with mapping your skills? Contact us at: bit.ly/ContactDorigan