

## Writing Competency Statements in Your Résumé

Competency statements, often called skill statements, describe how your skills and experience meet the **specific criteria that the employer is looking for in the job that you are applying for, or the potential job you hope to get.**

### How To Find Out What Competency Statements to Include in Your Résumé

1. Work out what the employer is looking for:
  - **For advertised job vacancies**  
Carefully read the job advertisement to identify what the employer is looking for in the ideal job applicant.

#### Example:

**SeaRoad** is looking for a young person who would like a long-term career in the transport and logistics industry with a career goal of working towards achieving Warehouse Logistics Management qualifications and ultimately becoming an industry leader.

The successful applicant will commence their career with SeaRoad through an Australian School-Based Apprenticeship-Certificate II in Warehousing Operations.

To be successful applicants must:

- Be a school student commencing Year 11 study in 2013
- Show an interest in the Transport and Logistics industry
- Be able to work in a team
- Be keen and willing to learn
- Be motivated to achieve
- Demonstrate communication and time management skills
- Be committed to completing their education and training.

The successful applicant will gain the opportunity to earn and learn at the same time and to work towards gaining a Nationally Recognised Qualification upon completion, with the opportunity to learn and grow within the company.

In the example, the section with bullet points lists what the employer is looking for in the ideal candidate for the job. Suitable headings for competency or skill statements related to this section could include:

#### **Interest and Motivation**

Interest in the industry and commitment to finishing secondary education and lifelong learning particularly related to the industry and a warehouse logistics management qualification, and motivation to achieve could be covered under this heading.

#### **Teamwork Skills**

#### **Communication Skills**

#### **Time Management Skills**

- **For making direct approaches to an employer when you don't know whether a job exists (cold canvassing applications)**

When you are sending your résumé to an employer asking to be considered for potential jobs that may become available, you can find out what employers want by researching the type of job you hope to get on [www.myfuture.edu.au](http://www.myfuture.edu.au) > The Facts > Work and Employment > Occupations. Search for the occupations you are considering and identify the listed personal requirements. Create 3-4 headings from these personal requirements and write your competency statements under them.

### **Example:**

If you were preparing your resume to upload onto the Careers section of major retailers such as Myer, Woolworths, Bunnings, etc., and you wanted to target your resume to the likely needs of the employers, you could search for the occupation of Sales Assistant on [www.myfuture.edu.au](http://www.myfuture.edu.au). myfuture lists the following personal requirements for the occupation of Sales Assistant

### **Personal Requirements**

- enjoy working with people
- a helpful, courteous manner
- neat personal appearance
- good communication skills
- able to deal accurately with money
- motivation and drive
- no skin disorders if working with food
- good problem-solving skills
- willing to work as part of a team.

Based on the personal requirements for Sales Assistant, suitable headings for competency statements could include:

#### **Communication Skills**

This could cover communication skills, being helpful and courteous, neat personal appearance

#### **Teamwork Skills**

#### **Motivation**

This could cover motivation for working in the occupation, enjoying working with people.

#### **Problem-Solving Skills**

#### **Cash Handling Skills** (if you have them)

If you have trouble working out what an employer wants, you could write competency statements for 3-4 employability skills. Employability skills are required in most, if not all jobs in the Australian labour market. The employability skills are:

- Communication skills
- Teamwork skills

- Problem solving skills
  - Initiative and enterprise
  - Planning and organising skills
  - Technology
  - Self management
  - Learning
2. Reflect on what and how you have learned at school, your co-curricular activities, your hobbies and other activities you have done out of school, any work experience you have had, community service or volunteer work, and any special experiences you have had. From these experiences, identify examples of what you have done that provide evidence of the competency or skill you are writing about.

## How to Write a Competency Statement

The specific criteria that the employer is looking for in relation to the specific job you are applying for form headings. What you write below the heading is the evidence to support your claim to having that skill.

For example, if a job advertisement says that good communication skills are required for, then you would have a heading, Communication Skills and beneath that heading you would write a very short descriptions of situations in which you have demonstrated good communication skills.

There are two ways you could present this information beneath the heading:

1. Writing short sentences
2. Writing 'dot' or 'bullet' points

### Writing Short Sentences:

**Step 1** – In the first sentence mention that you have the required skill. For example:

#### **Communication Skills**

I have good communication skills.

**Step 2** – Use your best 2-3 examples from your experiences in various aspects of your life to show that you have the skill that the employer requires. Use positive language. For example:

#### **Communication Skills**

I have good communication skills. I often give talks about my assignments to the class. I have spoken to all students in Nagle Rochester House when my tutor group has presented chapel services. At the Nagle House charity night I communicated to customers of different ages and backgrounds when selling cakes for my tutor group. I get good results for most of my written assignments at school.

### Writing 'dot' points

For example:

#### **Communication Skills**

- Gave oral presentation to my class on my group solar energy assignment.
- Spoke to Nagle Rochester House at my tutor group's chapel service
- Achieved As and Bs for all assessment criteria for my 2011 written Humanities assignments.