

Get prepared for your job application: Self-assessment

Self-reflection

- What are my strengths and interests?
- What are my motivators?
- Do I fulfill all of the eligibility requirements?
- Do I fulfill all or some of the 'desirable points that are considered an asset'?
- Am I enthusiastic about the position?

In addition, you can use a table to compare the position's qualifications with your strengths, skills, experiences and interests. This will help you to determine your suitability for the role and organize your application clearly and concisely.

Suitability for the role

	They are seeking...	I can offer...
Qualifications	An advanced university degree in communications.	I have a Master of Arts in Communications.
Experience	At least 5 years of experience in communications.	I have 7 years of progressively responsible experience in communications.
Technical Knowledge	Knowledge of content strategy.	As a Communications Officer in my previous job, I developed a range of content strategies.
Technical Skills	Expertise in writing for a range of platforms.	I have 7 years of professional experience writing and editing content for publications and online/social media platforms.
Competencies	Ability to effectively work with people.	I worked on many successful projects, both as a team member and leader.