CONNECT
WHAT THE EMPLOYER REQUIRES TO YOUR SKILLS AND EXPERIENCE

Once you know the skills the employer is seeking and you can begin to link or match them cleary with the skills you have. The chart below shows how the potential employer's needs can be linked to your skills and related experience.

Take a look at the job you are interested in:

1. What are the employers needs?

2. What skills do you have in relation that match that need?

3. What were the related specific work experiences can show that?

Employer's Needs	Your Skills & Competencies	Your Related Experience
Train volunteers	Training	Trained new cashiers at bookstore, trained other employees in opening and closing procedures

THE T-CHART

Try using this T-chart activity to match your skills to the skills the employer is looking for. A T-chart can be useful for resume and cover letter writing & interview prep. Here is a sample T-chart.

Experience	Skills Acquired
Course project: I interviewed five people in social work to ask about the social determinants of mental health. After interviewing the social workers, we analyzed the information we obtained and compared it to two articles about the social determinants of mental health selected by the professor. We further analyzed the information gathered and then wrote a thousand-word summary of findings.	• Communication skills in interviewing social workers • Gathering data through interviews • Analyzing data • Evaluating information for relevance • Solving problems with data analysis • Written communication skills
Outreach coordinator with the University of Toronto Aerospace Students' Association: Role involved increasing the club membership, which involved going to large events related to engineering and meeting new students who might be interested in the club. I also began a blog about the fun and cool things that involved aerospace. I improved the website look and content and updated content regularly.	• Communication skills to present ideas to new members • Ability to influence others to join club • Research skills for ideas for blog • Technical skills (html) for improving website

Map your own skills:

Experience	Skills Acquired