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# STATEMENT OF QUALIFICATIONS TRAINING

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# Statement of Qualifications (SOQ)

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- ✓ The SOQ is a tool used to emphasize the job seeker's knowledge, skills and abilities (KSA) for the job to which he or she is applying. This tool is intended to attract the reader and demonstrates writing skills and highlights job related qualifications.

CAVEAT – The SOQ may not cover everything, but it should as close as you can.

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# So what is a SOQ?

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- Narrative Discussion that speaks to desirable qualifications listed in the job announcement.
  - Part of the documents that are submitted in the application package. (Make sure to follow all instructions in the job announcement.)
  - Used to filter the applicant pool.
  - Gets you to the Interview
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# REVIEW THE JOB ANNOUNCEMENT AND YOUR POSITION STATEMENT

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- ❑ Review the Job Description (SCOPE) for which you are applying.

Understand the job duties, roles, and responsibilities.

- ❑ Look for KSAs.....Knowledge, Skills, & Abilities

These are the unique requirements that the hiring agency wants to find in the person selected for the job. A primary purpose of the KSAs is to measure those qualities that set one candidate apart from the others.

Review your position statement to see how your present duties relate to the SCOPE of the job announcement.

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# WHEN and HOW to start a SOQ.

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- ❑ NOW!! Don't wait. (Time Management)
  - ❑ Go back in time and Make a list of projects & accomplishments. Don't forget to include community service, church work, internships, organizational work, and non-profit as well. This includes CWC. Your entire back round counts whether EDD or not. (**Keep a drop file.**)
  - ❑ Sort these projects & accomplishments by categories like Leadership, Communication, Data-Based Decision Making, Planning, Teamwork, Business Process Improvements, & Customer Service/Satisfaction. (**Use strongest examples.**)
  - ❑ Be realistic in your self-assessment.
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# Setting up your SOQ

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- Using the KSAs, pull out key words that you can use when writing your SOQ.
  - Philosophy of EDD
  - Communication
  - Data analysis
  - Personnel practices
  - Partnership
  - Team building

**Then show examples of how your experience, education and expertise meet these topics.**

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# KSAs.....

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## EMPLOYMENT DEVELOPMENT DEPARTMENT

Title: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Salary: \$4,400.00 - \$5,348.00

Posted: 11/05/12

### Job Description:

Under the direction of the Staff Services Manager I, the incumbent performs the full range of associate level **analytical** work and is responsible for performing the more responsible, varied and complex **technical work** within the Program Support Unit. The incumbent will serve as a **lead analyst** to ensure the accomplishment of the following objectives:

California Workforce Services Network (CWSN) Education - **Prepare and deliver training** pertaining to the CWSN, ensuring a basic level of knowledge and competency across staff, job seekers and employers. Support and recruit, as needed, a network of super trainers via training modules, skill building exercises and continued assistance. **Prepare or assist in the creation of instructions, user guides, training guides** and other documents pertaining to CWSN education

**Coordinate** semiannual statewide user group meetings with Local WIA (LWIA) and EDD field staff. Validate and provide feedback to vendor for all vendor originated training documents. Utilize technology to best deliver training and to minimize travel requirements.

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# Which of the following is an element of a Statement of Qualification?

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- A. Heading
- B. Summary of Present and Past Experiences
- C. Training/Education
- D. Personal characteristics and competencies
- E. Closing

All of the Above

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# Heading & Opening Paragraph

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- Applicant's name and contact information
  - Date
  - Position information applying for
  - Formal salutation (may or may not apply)
  - Professional greeting
  - Number of years of professional experience
  - Informs the reader why you are applying
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# Summary of Current Role

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- ❑ Current title
- ❑ Current division and agency
- ❑ Current responsibilities and how they relate to the new position

As a Payroll Analyst in the Unemployment Insurance Branch at the Employment Development Department (EDD), I am responsible for keeping track of leave balances, act as liaison for more complex employee issues, handle sensitive information, and generate multiple ad hoc reports for Upper Management. I conduct new employee on-boarding.

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# Summary of Past Experience

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- Consider Desirable Qualifications
- Tailor experiences accordingly
- Use active voice vs. passive voice

## **Example A:**

- I will clean the house every Saturday. (active)
- The house will be cleaned by me every Saturday. (passive)

## **Example B:**

- The unit was managed by me and I implemented new procedures during this time.
  - I managed and implemented new procedures in the unit.
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# Training/Education

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- Emphasize skills and training development
  - Highlight formal educational background
  - Highlight Certifications or other informal education
  - This is an optional section
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# Training/Education

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## Statement of Qualifications

Jane Doe

(916) 555-5555

[JaneDoe@hotmail.com](mailto:JaneDoe@hotmail.com)

December 23, 2013

Secretary of State

Attn: Patricia Provost

Position Title:           Senior Personnel Specialist

Dear Ms. Provost:

I am applying for the Senior Personnel Specialist position you currently have available. I have over 15 years of experience in human resources-related functions, including personnel management, research of personnel laws and regulations, career counseling, job posting, classification determination, recruitment, and benefits from Fortune 500 Companies and most recently from Employment Development Department (EDD). In addition to my experience, I have an under-graduate degree in Social Sciences, Humanities, and Interdisciplinary Policy Studies in Education (SHIPS) from Stanford University.

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# Closing

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- Summarize
- Ask for an opportunity to discuss or be considered for an interview
- Provide contact information

I am confident that my core competencies and the breadth of knowledge that I have gained throughout my professional career make me a perfect fit for this position. I would greatly appreciate an interview. Thank you in advance for your time and consideration.

# Additional tips

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- Proofread, proofread, proofread!! No spelling or grammar errors allowed!
  - Keep your statements concise but with enough information to get your point across to the reader.
  - Use words that add value to the SOQ.
  - Keep it to no more than 2 pages unless instructed otherwise.
  - Font should be NO less than 10pt, preferably 12pt, but follow instructions.
  - Watch the use of acronyms (EDD jargon).
  - Ask someone else to review your SOQ.
  - Include your name and the position you are applying for on each page.
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# Remember...

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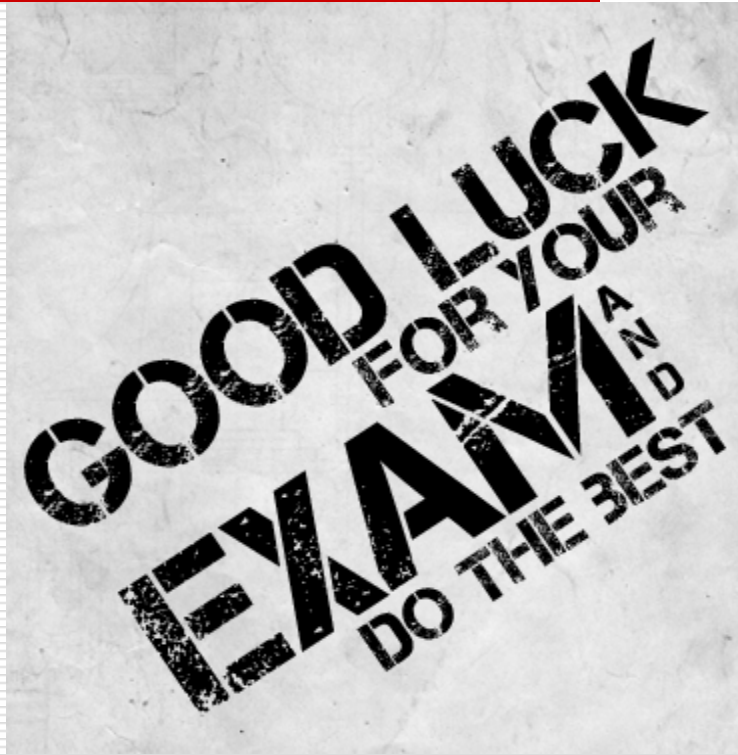
- Follow instructions!
  - The SOQ is used to rate you.
  - Doesn't look good if you don't list your current manager as a reference.
  - Watch the length of paragraphs.
  - Do NOT substitute a Resume for the SOQ. If you do, your application will probably not be reviewed.
  - Bullets are not recommended unless listed as an option in the instructions.
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to all of you!!

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**If you are not hired, ask for feedback.**

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