



Sample/Exemplar to be used as a guide only

Competitor Name

Date

THE IMPORTANCE OF SKILLS FOR SUCCESS IN THE WORKPLACE

SKILLS FOR SUCCESS

- What they are (brief summary)
- Why they are important (brief description/benefits)



1ST SKILL NEEDED FOR SUCCESS IN THE CHOSEN JOB(BRIEF DESCRIPTION)



Why the competitor identified this particular skill as being important in this job



Why this skill matters in this job



Examples of how this skill is used in this job, or why it is useful



Must contain specific examples from the job ad demonstrating relevance to the position and specific Skills for Success

2ND SKILL NEEDED FOR SUCCESS IN THE CHOSEN JOB(BRIEF DESCRIPTION)



Why the competitor identified this particular skill as being important in this job



Why this skill matters in this job



Examples of how this skill is used in this job, or why it is useful



Must contain specific examples from the job ad demonstrating relevance to the position and specific Skills for Success

3RD SKILL NEEDED FOR SUCCESS IN THE CHOSEN JOB(BRIEF DESCRIPTION)



Why the competitor identified this particular skill as being important in this job



Why this skill matters in this job



Examples of how this skill is used in this job, or why it is useful



Must contain specific examples from the job ad demonstrating relevance to the position and specific Skills for Success

HOW THE COMPETITOR HAS DEMONSTRATED THESE SKILLS IN THEIR PERSONAL LIVES

01

Skill 1: Name of
Skill

- Examples from
personal life

02

Skill 2: Name of
Skill

- Examples from
personal life

03

Skill 3: Name of
Skill

- Examples from
personal life

HOW THE COMPETITOR CAN CONTINUE TO DEVELOP OR IMPROVE THESE SKILLS

1

Skill 1: Name of Skill

- How I can develop or improve this skill

2

Skill 2: Name of Skill

- How I can develop or improve this skill

3

Skill 3: Name of Skill

- How I can develop or improve this skill

WHICH SKILLS WOULD BE
MOST RELEVANT TO YOUR
EDUCATION AND CAREER
GOALS AND WHY?



- Identify and describe the skills. Include explanation about why they would be important. How will you focus on the development or improvement of these skills to achieve your goals?

CLOSING STATEMENT

- Brief overview
- Something that stood out for you personally about Skills for Success
- Recommendation about how job seekers can benefit from Skills for Success awareness



QUESTIONS?

