

Prepare a Qualifications Brief

(Limit your time to a maximum of one hour for your first draft.)

A **Qualifications Brief** is an outline of all education, employment experience and accomplishments; all degrees, licenses and certificates; all volunteer, organizational experiences; and all hobbies and special skills. (The good, bad & ugly.)

It is not a resume. It is a dossier from which you would pick and choose experiences for your resume, a job interview, an application to a school, a scholarship or to run for a political office. So do not exaggerate. Only the facts, mam!

Include the complete history of your work experience, volunteer experience, education (starting with HS- name the school and location), licenses, special skills, hobbies, accomplishments and/or participation in individual or team sports.

If none of the above fit your situation what did you do with your time??? For example, if you have no (paid) experience, what were your responsibilities in school and in what activities did you participate?

Think of your attendance at school including academic and other activities like a job- with the exception that you were not paid a wage. Your employer/supervisor(s) were your teachers. How did you take supervision? The essential job duties were studying, completing assignments on time with acceptable quality and quantity and showing up for school (showing up for work). The evaluation of your job performance is your grades. What did you do after school with your free time?

YOU GET THE PICTURE!