

Top 10 Reasons to Hire Me

Whether you are a freshman looking for a summer internship, a senior seeking a full-time position, or a mid-life career changer, it is difficult to conduct an effective search without knowing what you want to do would like to perform and be able to convince an employer of your merit. While this is not easy, knowing your **Top Ten** favorite qualities and skills can make the task manageable. It can be a **BIG** help in:

- exploring career options, especially through information interviews;
- identifying suitable positions without worrying about job titles, i.e., you tell people the skills and qualities you wish to use and they suggest options;
- showing an employer you have a sense of career direction even though you may not yet have focused on a particular position;
- presenting your strengths to employers, whether in a resume, cover letter, or interview;
- gaining confidence – especially key in the job search process.

Both skills and qualities go into the **Top Ten** list and you can create your own list by following the steps below. Skills reflect one's ability to with data, people, things, or ideas, e.g., assertive, sincere, hard working. (See Ready Reference Sheet D3 for a list personal qualities and functional skills).

_____Creating Your **Top Ten** List_____

Steps:

1. Brainstorm, on your own or with the help of friends, those skills and qualities you most enjoy using. Don't limit yourself to just those which are most developed. Draw from paid, volunteer, and leadership positions and focus on tasks or roles you particularly enjoyed.
2. After each skill or quality be sure to list one or more example to provide credibility. (See example below.)
3. Prioritize the list, creating your "top ten" with the most important reasons first depending on your target audience.

Tips:

1. Your **Top Ten** can be a generic list, one to guide your thinking or to use in an information interview. It can also be changed and targeted for use in a resume, letter, essay, or interview as you approach a particular employer or graduate school.
2. When creating a list for a particular position, always include an item relating to your career/job interest and always include one on your Cornell preparation.

_____Top Reasons to Hire Me for the "Environmental Field Technician" Job_____

1. **Career interest.** I love this field of work. For three years now I have planned to pursue environmental field study and assessment as a career.
2. **College preparation.** Junior in Natural Resources at Cornell University. Special courses include Field Biology, Ichthyology, Geographic Information Systems, and Fishery Management.
3. **Biology background.** Have completed 14 credits in biology with strong grades. quality studies. Completed additional field work through the courses Techniques in Fishery Science and Wetland Resources.
5. **Outdoor skills.** Avid hiker and backpacker. Have climbed 12 high peaks in Adirondacks. Own complete field gear.

Skills Exercise

This exercise enables you to analyze your skill-building experiences. It is valuable for:

- identifying relevant and marketable skills, qualities and knowledge
- providing "content" for resumes, cover letters, and interviews
- promoting confidence in yourself and in your ability to express your assets to an employer
- identifying career/job options

Experience includes all:

- Paid experiences, part-or full-time
- Non paid experiences, part-or full-time
- volunteer experiences
- college internships and practice
- committee and organization work
- travel, projects, interests
- thesis and other research

The exercise involves three steps:

- Step #1: Brainstorming
- Step #2: Listing tasks completed using actions verbs and concrete examples of accomplishment
- Step #3: Recording functional skills, personal qualities, and knowledge areas

In **Step #1** list your job title or title of activity, then list all the duties you performed in that function, even those that don't seem important. Example:

Rush Chairman, Alpha Rappa Bappa Fraternity.

Dates: _____ to _____.

Responsible for recruiting new pledges. Increased number of pledges over previous year. Developed a new plan for selling the fraternity to prospective members. Convinced old members to work harder during rush.

In **Step #2** edit the information using action verbs (see RR #D3). The main purpose of this step is to concisely describe your accomplishments and to provide concrete examples whenever possible. The focus is on **TASKS**. Example:

- Re-vamped recruiting methods used by the fraternity.
- Motivated members to use new methods and work hard.
- Planned events to promote the fraternity to potential members.
- Increased the size of the pledge class by 30% over the previous year

In **Step #3** refer back to the last step to identify the generic skills you used to complete each task. The focus is on **FUNCTIONAL SKILLS AND PERSONAL QUALITIES**. RR Sheet #D3 will be helpful. Example:

- Motivating others
- Creative abilities
- Organizational skills
- Planning skills
- Persuading others
- Speaking before a group
- Teamwork