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# The Importance of Skills for Success in the Workplace

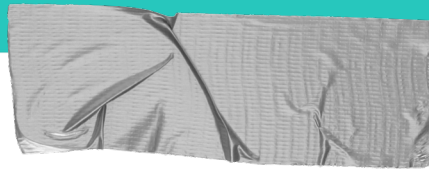
Competitor Name

Province

Date

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SAMPLE/ EXEMPLAR TO BE USED AS A GUIDE ONLY



# Skills for Success

## → What they are

(brief summary of Skills for Success)

## → Why they are important

(brief description/ purpose/ benefits)

# 1<sup>st</sup> SKILL NEEDED FOR SUCCESS IN THIS FIELD

## BRIEF DESCRIPTION OF SPECIFIC SKILL

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/ why it is useful in this job

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

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# 2<sup>nd</sup> SKILL NEEDED FOR SUCCESS IN THIS FIELD

## BRIEF DESCRIPTION OF SPECIFIC SKILL

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/ why it is useful in this job

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

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# 3<sup>rd</sup> SKILL NEEDED FOR SUCCESS IN THIS FIELD

## BRIEF DESCRIPTION OF SPECIFIC SKILL

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/ why it is useful in this job

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

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# How the competitor has demonstrated these skills in their personal lives

Skill 1: Name of Skill

How I have demonstrated this skill (include examples)

Skill 2: Name of Skill

How I have demonstrated this skill (include examples)

Skill 3: Name of Skill

How I have demonstrated this skill (include examples)

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# How the competitor can continue to develop or improve these skills

Skill 1: Name of Skill

Skill 2: Name of Skill

Skill 3: Name of Skill

How I can develop or improve this skill

How I can develop or improve this skill

How I can develop or improve this skill

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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



summary

Any  
Questions