**GRADUATE PROGRAMS**
OSU Center for Health Sciences

## Top Ten Reasons to Hire Me

No matter what stage of the job search process you are in, conducting an effective search is difficult without knowing what you want to do and why you are qualified to do it. Before beginning a job search, you must have a good idea of what will make you happy, such as the tasks you would like to perform, and you must be able to convince an employer of your merit. While addressing these issues is not easy, determining your "Top Ten" favorite qualities and skills can make the task much less difficult.

## Purpose of A "Top Ten" List

Creating a "Top Ten" list can be useful for:

- ✓ Exploring career possibilities, especially through informational interviews
- ✓ Identifying suitable positions without worrying about job titles
- ✓ Showing an employer you have a sense of career direction even though you may not have focused on a particular position yet
- ✓ Presenting your strengths to employers, whether in a resume, cover letter or interview
- ✓ Gaining self-confidence – a critical tool for successful information gathering and job searching

## Tips for Your "Top Ten"

- It can be a generic list used for a resume, letter, essay or interview as you approach an employer or graduate school.
- When creating a list for a particular position, always include an item relating to your career/job interest and always include one on the preparation you received at OSU.
- Remember that your list will change. Although some items may remain constant because your skills and qualities may be transferable to different positions and employers, you will inevitably develop other skills and qualities to be included on your list. Keep your list up-to-date.

## What's in a "Top Ten" List

A "Top Ten" list includes both personal qualities and skills. What are qualities and skills? Qualities relate to your personality such as: assertiveness or kindness. Skills relate to your ability to

## Creating Your "Top Ten" List

1. Choose a method for recording your favorite skills and qualities. Brainstorm and focus on skills and qualities that you enjoy using.
2. After each skill or quality, list examples or back it up to provide credibility.

deal with date, people, things or ideas such as coordinating events or editing publications.

3. Prioritize the list. Reorganize your brainstormed list by recording the most to least important items.