**COMPETENCY STATEMENT WORKSHEET**

Put together competency statements about a particular work or life experience (see HOW TO EXPRESS YOUR COMPETENCIES for instructions). Organize your experiences into separate categories, including work, education, training, volunteer experience, etc. Be original when you write your competency statements by choosing action verbs from the ACTION VERB LIST.

1. **Identify an experience**

<table>
<thead>
<tr>
<th>Work experience type (circle one):</th>
<th>Work</th>
<th>Education</th>
<th>Training</th>
<th>Volunteer</th>
<th>Other</th>
</tr>
</thead>
</table>

Your role: ________________________________________________________________________________

Organization and location: ____________________________________________________________________

2. **Identify relevant competencies**

Check off three or more relevant competencies that you’ve strongly demonstrated and developed through this experience.

<table>
<thead>
<tr>
<th>Personal Management</th>
<th>Teamwork</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Commitment to Quality</td>
</tr>
<tr>
<td>Managing Information</td>
<td>Professional Behaviour</td>
</tr>
<tr>
<td>Research and Analysis</td>
<td>Social Responsibility</td>
</tr>
<tr>
<td>Project, Task and Organizational Skills</td>
<td>Continuous Learning</td>
</tr>
</tbody>
</table>

Identify two or more relevant program-specific, cross-cultural or professional competencies.

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+ __________________________________________________________________________

+ __________________________________________________________________________

+ __________________________________________________________________________
3. **Write competency statements**

Describe what you did, what you learned and what you accomplished (use action verbs):

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4. **Reflect on your learning**

Review your competency statements and think about what you’ve learned. Which competencies did you develop the most? Where are the gaps in your competency development? Which competencies do you feel most confident and motivated to use? Which are you most interested in developing further? What other thoughts do you have about this experience?

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