

# 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

Work experience type (circle one):

**Work   Education   Training   Volunteer   Other**

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.

<input type="checkbox"/>	<b>Personal Management</b>	<input type="checkbox"/>	<b>Teamwork</b>
<input type="checkbox"/>	<b>Communication</b>	<input type="checkbox"/>	<b>Commitment to Quality</b>
<input type="checkbox"/>	<b>Managing Information</b>	<input type="checkbox"/>	<b>Professional Behaviour</b>
<input type="checkbox"/>	<b>Research and Analysis</b>	<input type="checkbox"/>	<b>Social Responsibility</b>
<input type="checkbox"/>	<b>Project, Task and Organizational Skills</b>	<input type="checkbox"/>	<b>Continuous Learning</b>

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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