

## Job Qualifications and Work Experience Activity (Example Worksheet)

**Task 1:** Find a job online that you are interested in. Write the qualifications in the box below.

*The ideal candidate will comfortable in a fast-paced environment and have demonstrated strong analytical, interpersonal, organizational, verbal and written communication skills.*

- Ability to work in a team environment and independently
- Be positive, enthusiastic and pro-active in career
- 5 years prior bookkeeping experience (experience in real estate is preferred)
- In depth knowledge of QuickBooks is a must
- Proficiency with MS Productivity tools with a deep understanding of Excel and financial modeling.
- Ability to multi-task
- Attention to detail
- Knowledge of other accounting packages (such as MAS 90, Peachtree, etc.)

**Task 2:** Choose one qualification from the list above and write a few sentences describing how your experience matches this skill.

*In depth knowledge of QuickBooks is a must*

*In my previous job as a bookkeeper at XYZ Company, I used QuickBooks to keep track of their books. I also gave a presentation about QuickBooks to a group of Chinese business owners at the Chamber of Commerce last year.*

**Task 3:** Choose one qualification that you do not have. Write a sentence explaining something positive about your experience that would counteract this negative.

*5 years prior bookkeeping experience*

*I have three years of professional bookkeeping experience, not five. However, when I was in college, I was the bookkeeper for the largest student organization on campus. I held this position for three years.*

### Additional Tasks:

Write a cover letter for this job.

Create a resume for this job.

Write a list of questions that you might be asked at an interview for this job.