



Top Ten Reasons to Hire Me

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Whether you are looking for an internship, seeking a full-time position or changing careers mid-life, 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, e.g., 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 information interviews;
- Identifying suitable positions without worrying about job titles (for example, you tell people the skills/qualities you wish to use and they suggest options);
- Showing an employer you have a sense of career direction even though you may not yet have focused on a particular position;
- Presenting your strengths to employers, whether in a résumé, cover letter or interview; and
- Gaining self-confidence - a critical tool for successful information gathering and job searching.

What Goes Into a "Top Ten" List

A top ten list includes both personal qualities and skills. What are qualities and skills? Qualities relate to your personality, e.g., assertive, sincere, hard working. Skills relate to your ability to deal with data, people, things, or ideas, e.g., editing publications, researching information, coordinating events.

Creating Your "Top Ten" List

Step 1 - Choose a method for sorting through your brain and recording your favorite skills and qualities. Brainstorm on your own or with the help of friends and family. Focus on the skills and qualities that you enjoy using and those in

which you take pride. Don't limit yourself to those skills and qualities which are most developed. Also, draw from many experiences, not just paid positions, and focus on tasks or roles you particularly enjoyed.

Step 2 - After each skill or quality be sure to list one or more examples to back it up or to provide credibility (see example on the back of this reference).

Step 3 - Prioritize the list. Reorganize your brainstormed list by recording the most important items first.

Tips for Your Top Ten

1. Your top ten list can be general or specific. Generic lists guide your thinking and may be useful in an informational interview. This generic list can also be focused into a targeted top ten for use in a résumé, letter, essay or interview as you approach a particular employer or graduate school.
2. 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.
3. Remember that your list(s) will change over time. 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 top ten. Keep your list current.

Top Ten Reasons to Hire Me for the “Field Editor” Position for *Cattle Corner Magazine*

1. **Career interest.** This position combines two of my passions – the cattle industry and communications. I have planned and prepared for four years to combine these two interests into a development and production career with a cattle industry publication.
2. **College preparation.** Senior in agricultural communications at Oklahoma State University. Courses directly relevant to this position include Layout and Design for Agricultural Publications, Reporting, News Editing and Web Design for Agricultural Organizations.
3. **Publications experience.** Served as a staff writer for the *Daily O’Collegian* for four semesters and as the editor of *The Cowboy Journal* for one semester.
4. **Cattle industry background.** Have owned and managed personal commercial cattle herd for eight years.
5. **Demonstrated interpersonal skills.** Currently serving in leadership role for Agricultural Student Association (student government). Attended workshop on team building and group dynamics sponsored by Alpha Zeta. Completed course title Leadership Skills for Agricultural Organizations.
6. **Committed to professional development.** Active member of Agricultural Communicators of Tomorrow (ACT). Attended National ACT convention and workshops for three consecutive years.
7. **Organized.** Secured sponsorship for and coordinated production of educational activities during annual Ag Week celebration.
8. **Willing to travel.** Visited all 77 counties in Oklahoma while researching details for senior capstone article. Have traveled to 19 states and 3 foreign countries.
9. **Determined.** Earned funds to pay 60 percent of college expenses through summer employment and part-time, on-campus jobs during the academic year.
10. **Dependable.** Perfect attendance in all classes and at all jobs. Have received exemplary evaluations from all employers.