

# Top Ten Reasons to Hire Me

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Whether you are a Master's or Doctoral student looking for a full-time position or an alumna/us making a career change, conducting an effective job search requires knowing what skills and qualities you have to offer an employer and then convincing an employer of your merit. Completing the **Top Ten Reasons to Hire Me** exercise will make the task more manageable. It can help with:

- Exploring career options, especially through information interviews;
- Identifying suitable positions without worrying about job titles, i.e., you tell people the skills and 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 resume or cover letter or during an interview;
- Gaining confidence—a key component in the job search process

Skills and qualities as well as your education belong in your **Top Ten** list. Skills reflect your ability to deal with data, people, things, or ideas; qualities are your personal attributes, characteristics, or traits. Create your own list by following the steps below:

1. Brainstorm, on your own or with the help of friends, the skills and qualities you most enjoy using. Consider paid, volunteer, and leadership positions as well as coursework and focus on tasks or roles you particularly enjoy(ed).
2. After each skill or quality, list one or more examples of times you used that skill or quality successfully to provide credibility. (See example below.)
3. Prioritize the list with the most important reasons to hire you at the top.

## Tips:

1. Your **Top Ten** list can be generic to guide your thinking or to use in an information interview. It can also be changed and targeted for use in a resume, cover letter, or interview as you approach a particular employer.
2. When creating a list for a specific position, include your career/job interest and your University of Pennsylvania Graduate School of Education academic preparation as two of the top reasons to hire you.

## Example:

### Top Reasons to Hire Me for the Venture Analyst Internship at an educational technology company

1. **Career interest.** I love this field of work. For three years I have planned to pursue a career in educational technology. Completed a summer internship at Canvas between my junior and senior years of college.
2. **Academic Preparation.** Current student at the University of Pennsylvania's Graduate School of Education. Undergraduate major in Computer Science and minor in Economics. Special courses include Data Processing and Analysis; Evaluation of Policies, Programs and Projects; Contemporary Issues in Higher Education; Corporate Finance.
3. **Research background.** Wrote my Senior thesis on the topic of iPads in the classroom and their impact on the learning experience. Scored 4 out of 5 on the Applied Placement Statistics final exam. Conducted field research in public education at a summer program at Pontificia Universidad Católica De Valparaíso in Chile.
4. **Related experience.** Coordinated successful fundraiser for Boys and Girls Club that raised \$5,250 which was 5% above the goal. As President of my Greek organization, worked with the executive board and alumni to determine strategic plan for the organization's future. Managed Facebook page and Twitter and Instagram accounts for Canvas.
5. **Team player.** Played varsity soccer at an NCAA Division 3 school. Elected team captain in senior year. Complimented for my ability to mediate between players and with the coaching staff.

**Skills:** (from <https://www.vpul.upenn.edu/careerservices/undergrad/resumes.php#actionverbs>)

Accelerated	Consulted	Facilitated	Negotiated	Researched
Accomplished	Contracted	Focused	Observed	Reshaped
Achieved	Contrived	Fortified	Operated	Restituted
Adapted	Controlled	Founded	Ordered	Restored
Administered	Cooperated	Generated	Organized	Revamped
Advised	Coordinated	Guided	Oriented	Reviewed
Aided	Counseled	Handled	Originated	Revised
Allocated	Created	Harmonized	Overhauled	Scheduled
Amplified	Delegated	Headed	Participated	Selected
Analyzed	Demonstrated	Implemented	Performed	Set-Up
Answered	Designed	Improved	Planned	Simplified
Appointed	Determined	Incorporated	Pinpointed	Solved
Approved	Developed	Increased	Prepared	Specialized
Arbitrated	Devised	Influenced	Presented	Streamlined
Arranged	Devoted	Initiated	Preserved	Structured
Assessed	Diagrammed	Innovated	Processed	Substituted
Assisted	Directed	Installed	Produced	Suggested
Assumed	Displayed	Instituted	Programmed	Supervised
Augmented	Distributed	Instructed	Proposed	Supported
Awarded	Drafted	Interpreted	Proved	Systematized
Began	Edited	Introduced	Provided	Taught
Broadened	Eliminated	Investigated	Received	Trained
Built	Employed	Involved	Recommended	Tutored
Calculated	Established	Launched	Recorded	Unified
Catalogued	Estimated	Led	Recruited	Used
Chaired	Evaluated	Lectured	Rectified	Utilized
Compiled	Examined	Listed	Reduced	Volunteered
Completed	Exhibited	Maintained	Re-Established	Widened
Computed	Expanded	Managed	Referred	Worked
Conceived	Expedited	Mediated	Regulated	Wrote
Condensed	Explored	Modified	Reinforced	
Conducted	Extended	Monitored	Reorganized	
Constructed	Fabricated	Motivated	Represented	

**Qualities:**

Adventurous	Curious	Flexible	Patient	Sense of humor
Alert	Decisive	Generous	Persistent	Sincere
Assertive	Detail oriented	Good judgment	Playful	Spontaneous
Astute	Diplomatic	Hardworking	Poised	Tactful
Aware	Easy-going	Honest	Polite	Tidy
Calm	Emotionally stable	Initiative	Punctual	Tolerant
Candid	Empathetic	Loyal	Resourceful	Versatile
Committed to growth	Enthusiastic	Motivated	Self-confident	
Cooperative	Expressive	Open-minded	Self-controlled	
Courageous	Firm	Optimistic	Self-reliant	
		Orderly	Self-respect	