

My Skills & Abilities Description

If you were asked to describe your skills and abilities using 4000 characters or less, could you?

When you apply for an internal position, you will be required to write a description of your skills and abilities as they relate to the job for which you are applying. Effective descriptions include the following:

- Who you are and a summary of your current position
- A high-level summary of your specific experience, skills, and abilities that relate to the requirements of the position for which you applying
- Why you believe you are a qualified candidate for the position

Here's an example. This is the description entered by an accounting professional who was applying for the position of Internal Audit Senior at Masco Corporation:

I am currently a Senior Auditor for a Public Accounting firm with the responsibilities of leading and performing audit projects from planning, execution, and up through closing for various public and private Fortune 500 companies, in the manufacturing and insurance industries. In this capacity, I supervise the execution of annual audits and quarterly reviews.

I have the skills and abilities required for the Internal Audit Senior at Masco Corporation. I am a Certified Public Accountant (CPA) with more than 7 years of experience planning and executing risk-based financial, operational, and compliance audit testing. Additional certifications I have include CIA, CISA, CFM, and CIE. Throughout my career I have demonstrated initiative, worked successfully within tight deadlines, and created solid business relationships. With a Bachelor's Degree in Accounting and a career path focused on SOX compliance, auditing, and audit reporting, I have the skills needed for success in the Internal Audit Senior position. This is an ideal position that not only matches my skills and abilities, but also matches my career development goals. In addition, I am open to 50% or more travel, and relocation in the future.

Having the ability to learn quickly and the motivation to keep current and ahead of the game is one of my goals when it comes to my technical skills. My strengths include audit software, Microsoft Excel and Word, as well as experience with CAAT/ACL data mining software, Pro, and most other accounting packages. I have the software expertise required for this position, and I am willing to quickly learn new software when required. The programs I have expertise in include: fx Engagement, ProSystem fx Fixed Assets, ProSystem fx Trial Balance, ProSystem fx Knowledge Coach, CaseWare Working Papers, CaseView, Fixed Assets CS, BNA Interactive Forms, 1040Scan, GoFileRoom, FirmFlow, OMNI, SAP R/3, SPSS, NUD*IST, IntelliForms, QuickBooks, HTML, Adobe Acrobat, Lotus Notes, and Microsoft Word, Excel, Access, PowerPoint, Outlook, and SharePoint.

I have strong organizational skills, including the ability to multi-task and prioritize my workload, I am detail-oriented, and I am driven to achieve results. I can think analytically, creatively, and independently. In addition to my success handling financial and tax reporting in a fast-paced environment, I have acted as a mentor and trainer, and I am focused on leadership development and self-improvement.

I have held a leadership role as a Toastmaster International officer and mentor over the last three years. This is in combination with my experience working with teams, both as a team member and a team leader. As a team leader, I worked with an internal team to execute risk-based financial, operational, and compliance audits for Masco Corporation. I am prepared to be successful in a highly visible position within Masco that requires interaction with financial and other executives at the business units as well as headquarters. Additionally, I am able to identify, develop, and document audit issues and recommendations using independent judgment concerning the areas being reviewed.

My experience, education, and drive make me a strong candidate for this position, and I am looking forward to discussing this opportunity with you further.

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Now it is your turn. To begin, type your description into the text box provided below, or log into the system and enter your skills and abilities description there. If you elect to use MS Word, you can then copy and paste your description into the text box provided by the system.

Start typing your description here. Remember ...

- Who you are and a summary of your current position
- A high-level summary of your specific experience, skills and abilities that relate to the requirements of the position for which you are applying
- Why you believe you are a qualified candidate for the position