

Skills Inventory and Self-Assessment

This is a quick self-assessment to identify your strengths, areas for improvement, and key experiences to highlight.

1. Skills inventory:

- List your top 5-7 technical and soft skills relevant to the position you're interviewing for
- Rate your proficiency in each skill on a scale of 1-5
- Identify **specific** examples or experiences that demonstrate these skills

2. Academic achievements:

- Reflect on your most significant academic accomplishments
- Consider projects, research, or coursework that align with the job requirements
- Prepare to discuss how these experiences have prepared you for the role

3. Cultural adaptability:

- Assess your ability to work in diverse environments
- Reflect on experiences that showcase your cross-cultural communication skills
- Consider how your international background adds value to the position

4. Language proficiency:

- Evaluate your language skills, particularly in the language of the country where you're applying
- Prepare examples of how you've used language skills in academic or professional settings

5. Career goals:

- Clearly articulate your short-term and long-term career objectives
- Ensure these goals align with the position and company you're interviewing with

6. Strengths and weaknesses:

- Identify 3-5 key strengths relevant to the job
- Acknowledge 2-3 areas for improvement and how you're addressing them

7. Unique experiences:

- Reflect on experiences unique to your international background that set you apart
- Consider how these experiences have shaped your perspective and skills

8. Industry knowledge:

- Assess your understanding of the industry and company you're interviewing for
- Identify areas where you need to conduct more research

9. Job description analysis:

- Save the job description on your own device (for ex. Word, OneNote)
- Carefully read through the job description multiple times
- Highlight key requirements, skills, and qualifications mentioned
- Create a checklist of the top 10-15 attributes the employer is seeking
- For each item on your checklist:
 1. Rate your match on a scale of 1-5
 2. Identify specific examples from your experience that demonstrate this attribute
 3. Note any gaps or areas where you need to improve or gather more information
- Identify any industry-specific jargon or terminology you're unfamiliar with and research these terms
- Look for any implicit skills or qualities that might be valuable but aren't explicitly stated
- Consider how your unique background as an international student might address unstated needs or add extra value to the role