



**Your level of skill proficiency for the jobs you seek can make or break a job offer**

Proficiency and mastery of skills is a necessary part of your professional HR development and being able to identify which ones to focus will help improve the trajectory of your job search. Not sure how yours stack up? Studying job postings and recognizing which skills cross the various postings you are interested in is a great place to start.

Skills are easy to acquire and often used by recruiters in keyword searches on LinkedIn and their ATS (Applicant Tracking Software), so you can increase your searchability and desirability by knowing what they are looking for and accumulating those skills.

Using the BNHRA job postings, identify the common skills between the jobs that interest you and identify if you already possess the skills employers are looking for and which ones are gaps for you to close to make yourself more marketable. Then, using a scale of 1 to 5 (1 being least, 3 being proficient, and 5 being greatest/mastery), rate the level of your proficiency in the skills you already possess.

**SKILLS NEEDED**

**SKILLS** 👍

**SKILLS** 👎

SKILLS NEEDED	SKILLS 👍	SKILLS 👎
Example: Microsoft Office Suite	✓ (3)	