



BUILDING A WINNING STATEMENT OF QUALIFICATIONS

WHAT IS A STATEMENT OF QUALIFICATIONS (SOQ)?

- A question or set of questions you must respond to in writing designed for you to demonstrate your knowledge, skills, and abilities for a specific job.
- Required for most state jobs. If it is not included, application may not be considered or may be disqualified.
 - It is used as a screening tool and an indicator of interest for most hiring managers.
- You will include this document with your application and resume when you apply for a state job.
 - It is NOT a cover letter or resume.

HOW DO I KNOW WHEN TO CRAFT AN SOQ?

- Directions for SOQs are always found on the job posting on CalCareers (www.jobs.ca.gov).
 - SOQ directions, topic prompts, and requirements are usually found in the “Special Requirements” section of the posting.

HOW DO I CRAFT AN SOQ?

- Make sure to follow all directions for the SOQ, including font, margin, and page requirements.
 - If specific questions are asked, make sure you answer them thoroughly.
- If the SOQ prompt is broad (example: What makes you qualified for this position?) make sure you tailor the response to the specific position you are applying for.

TIPS ON WRITING AN SOQ

- Research the position and Department you are applying for.
- Customize each SOQ to each position you are applying for.
 - Do not parrot or summarize your resume or application.
- Read and re-read the job posting and duty statement before writing your SOQ.
 - Have multiple people review your SOQ.

GOOD LUCK!

SEE THE OPPOSITE SIDE FOR A SAMPLE SOQ REQUIREMENT

Sample 1

Special Requirements

SOQ FORMAT REQUIREMENTS:

- Typed in 12 point Arial font
- One inch margins (top, bottom, left & right)
- No more than two pages in length
- Notate your first and last name in the upper right-hand corner
- Number and respond to each question in the order they appear in this vacancy announcement.

The SOQ must clearly respond to each of the following questions:

1. Why are you interested in this position?
2. Describe your experience creating and presenting educational content to groups.

APPLICANTS WILL NOT BE CONSIDERED IF:

- 1) SOQ instructions are not followed
- 2) Prompts are not answered

Sample 2

- Statement of Qualification (SOQ) and resume is required

A Statement of Qualifications (SOQ) is required and must be submitted along with your State application. The SOQ is a discussion of how an applicant's education, training, and experience qualify them for the position. The SOQ serves as documentation of each candidate's ability to present information clearly and concisely in writing.

A resume or cover letter does not take the place of the SOQ. If a SOQ is not submitted in the outlined parameters, the application may be disqualified.

The SOQ must not exceed two (2) pages in length and must be written in no less than 12-point arial font with one inch margins. Center your name and Statement of Qualifications on the first page, and include page numbers on the upper right hand corner of the second page, if applicable. Response to each evaluation criteria (1-4 below) must be addressed separately and in order.

1. Demonstrated leadership skills (in either a supervisory capacity or leading a team/project) while providing guidance to staff members and maintaining a positive and professional work environment;
2. Ability to consult, advise, and gain confidence of department management;
3. Experience managing multiple and changing priorities;
4. Knowledge of human resources and civil service laws; and experience applying California Department of Human Resources, State Personnel Board, State Controller's Office and Government codes and regulations.

Candidates that believe they meet the Minimum qualifications based on a pattern of education from the classification description (specifications) must provide a copy of your degree/transcripts and/or license along with your application (STD. 678) to be considered for this position. **If selected for the position and education is utilized as meeting the minimum qualifications, an official sealed transcript will be required prior to appointment.**