

Writing Your KSAs: A Framework to Follow

- 1. In the first sentence of your KSA, state that you have experience with the KSA question you are responding to. Examples of opening statements include:**

"In my current job as a _____ with the _____, I have had a lot of experience with...."

"My duties as a _____ for the _____ include....."

"A major part of my job as a _____ for _____ is to"

"During the time I have worked as a _____ for _____, I have been responsible for....."

"I learned how to _____ through my _____ years of experience on the job doing _____ and through taking classes in....."

"I have been a _____ with the _____ for _____ years. During that time it has been my job to...."

- 2. Give examples that clearly show how you used your Knowledge, Skills and Abilities. Help the reader to understand exactly what you did in the situation. Begin by describing the project you were working on or the problem you were helping to solve:**

"While working on a project to _____, I..... "

"When I started on the job there was a problem with...."

"One major project I worked on involved...."

"My supervisor chose me to work on a project that involved...."

"I worked with a team to...."

"One of our customers was having a problem with _____. I helped to solve the problem by"

- 3. Describe the positive effects of your efforts. Identify key results. Use numbers and statistics when possible.**

"As a result...."

"The outcome was....."

"I received a Performance Award for...."

"We exceeded our goals by _%"

"This led to...."

"The time it takes to _____ has been greatly reduced. It now only takes _____(amount of time) instead of _____(amount of time) to"

"The new process that I helped to create resulted in...."

- 4. Include any relevant training or course work**

"I have kept up to date on my certifications with the following courses...."

"My training includes....."

"I have taken classes in....."