

## Writing Your KSAs: A Framework to Follow

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- 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....."