

Write Your Name Here

Statement of Qualifications – C.E.A. Exam

**Statement of Qualifications – (ENTER POSITION TITLE HERE)**

**Instructions:** This document can be used as a guide to create your Statement of Qualifications (SOQ). Please carefully read the instructions as you will be rated on your ability to adhere to the filing requirements, in addition to how well your experience and/or education meets the **Desirable Qualifications (DQs)** of the position. The DQs are identified on the job bulletin under the Desirable Qualifications section. Be sure to closely follow the formatting requirements: **12-point font, single-spaced, no more than two pages total**. Your SOQ must be written in the format below, though it will be tailored to match the number of DQs for the specific position to which you are applying. You are not limited in the amount of space you dedicate for each DQ, but your SOQ cannot be more than two pages total in length. Anything beyond two pages will not be scored.

1. (PLEASE DESCRIBE HOW YOUR EXPERIENCE AND/OR EDUCATION RELATE TO DQ #1)
2. (PLEASE DESCRIBE HOW YOUR EXPERIENCE AND/OR EDUCATION RELATE TO DQ #2)
3. (PLEASE DESCRIBE HOW YOUR EXPERIENCE AND/OR EDUCATION RELATE TO DQ #3)
4. (PLEASE DESCRIBE HOW YOUR EXPERIENCE AND/OR EDUCATION RELATE TO DQ #4)
5. (PLEASE DESCRIBE HOW YOUR EXPERIENCE AND/OR EDUCATION RELATE TO DQ #5)
6. (PLEASE DESCRIBE HOW YOUR EXPERIENCE AND/OR EDUCATION RELATE TO DQ #6)
7. (PLEASE DESCRIBE HOW YOUR EXPERIENCE AND/OR EDUCATION RELATE TO DQ #7)

And so on...