

Skills-Based Application Guide

This guide is a preparation worksheet, not a test. You do not need to submit it. Use it to help you review your experience and prepare clear, skills-based statements for your application.

How to Use This Guide

- List tasks from work, school, volunteer, or life experience
- Identify the skills you used
- Match each skill to a Louisiana Competency
- Describe what you did and the outcome
- Draft skills-based statements for your application

Example: Completed Skills-Based Applicant Guide

This example shows how one task can be translated into a skills-based applicant statement using the Louisiana Competency Model. Use this as a guide when completing your worksheet.

1. Task or Responsibility:

Answered phones and emails for a busy front office, helping customers with questions and directing them to the right staff.

2. What skill did you use to do this well?

Active listening, clear communication, and problem solving

3. Which Louisiana Competency best fits this skill?

Focusing on Customers

4. How did you apply the skill? What actions did you take?

Listened carefully to understand each person's concern, asked follow-up questions when needed, provided clear and accurate information, and remained calm and professional during busy periods.

5. What was the outcome or result?

Customers received timely assistance, fewer issues were escalated, and the front office ran more smoothly.

6. Draft skills-based application statement:

Applied Focusing on Customers by responding to high volumes of phone and email inquiries, clarifying needs through active listening, and providing accurate information to ensure timely service.

Task #1

Describe one task, responsibility, or activity you have done. This can come from work, school, volunteering, caregiving, or life experience.

1. Task or Responsibility:
2. What skill did you use to do this well?
3. Which Louisiana Competency best fits this skill?
4. How did you apply the skill? What actions did you take?
5. What was the outcome or result?
6. Draft your skills-based statement:

Task #2

Describe one task, responsibility, or activity you have done. This can come from work, school, volunteering, caregiving, or life experience.

1. Task or Responsibility:
2. What skill did you use to do this well?
3. Which Louisiana Competency best fits this skill?
4. How did you apply the skill? What actions did you take?
5. What was the outcome or result?
6. Draft your skills-based statement:

Task #3

Describe one task, responsibility, or activity you have done. This can come from work, school, volunteering, caregiving, or life experience.

1. Task or Responsibility:
2. What skill did you use to do this well?
3. Which Louisiana Competency best fits this skill?
4. How did you apply the skill? What actions did you take?
5. What was the outcome or result?
6. Draft your skills-based statement:

Task #4

Describe one task, responsibility, or activity you have done. This can come from work, school, volunteering, caregiving, or life experience.

1. Task or Responsibility:
2. What skill did you use to do this well?
3. Which Louisiana Competency best fits this skill?
4. How did you apply the skill? What actions did you take?
5. What was the outcome or result?
6. Draft your skills-based statement:

Task #5

Describe one task, responsibility, or activity you have done. This can come from work, school, volunteering, caregiving, or life experience.

1. Task or Responsibility:
2. What skill did you use to do this well?
3. Which Louisiana Competency best fits this skill?
4. How did you apply the skill? What actions did you take?
5. What was the outcome or result?
6. Draft your skills-based statement:

Task #6

Describe one task, responsibility, or activity you have done. This can come from work, school, volunteering, caregiving, or life experience.

1. Task or Responsibility:
2. What skill did you use to do this well?
3. Which Louisiana Competency best fits this skill?
4. How did you apply the skill? What actions did you take?
5. What was the outcome or result?
6. Draft your skills-based statement:

Task #7

Describe one task, responsibility, or activity you have done. This can come from work, school, volunteering, caregiving, or life experience.

1. Task or Responsibility:
2. What skill did you use to do this well?
3. Which Louisiana Competency best fits this skill?
4. How did you apply the skill? What actions did you take?
5. What was the outcome or result?
6. Draft your skills-based statement:

Task #8

Describe one task, responsibility, or activity you have done. This can come from work, school, volunteering, caregiving, or life experience.

1. Task or Responsibility:
2. What skill did you use to do this well?
3. Which Louisiana Competency best fits this skill?
4. How did you apply the skill? What actions did you take?
5. What was the outcome or result?
6. Draft your skills-based statement:

Task #9

Describe one task, responsibility, or activity you have done. This can come from work, school, volunteering, caregiving, or life experience.

1. Task or Responsibility:
2. What skill did you use to do this well?
3. Which Louisiana Competency best fits this skill?
4. How did you apply the skill? What actions did you take?
5. What was the outcome or result?
6. Draft your skills-based statement:

Task #10

Describe one task, responsibility, or activity you have done. This can come from work, school, volunteering, caregiving, or life experience.

1. Task or Responsibility:
2. What skill did you use to do this well?
3. Which Louisiana Competency best fits this skill?
4. How did you apply the skill? What actions did you take?
5. What was the outcome or result?
6. Draft your skills-based statement: