

# How to write an SOQ

Often, a **Statement of Qualifications (SOQ)** is required to apply for a civil service position. A SOQ is a mechanism for obtaining an applicant's qualifications and experience in job-related areas. A SOQ consists of a series of questions or require you to address desirable qualifications. A SOQ may be scored as part of the application screening process and may serve as a writing sample and written interview for the recruitment process.

If you are asked to provide a SOQ, this is your opportunity to showcase the skills, experience, and knowledge you have that is needed to be successful in the position. It will also set you apart and tell the employer why you are the best candidate for the job.

## How to write an effective SOQ

### Planning

1. Read the entire job advertisement.
2. Review and consider each question or desirable qualification that is listed on the posting.
3. Refrain from restating what is on your resume.
4. Do not sell yourself short on your experience.

### Writing

1. Clearly define your experience and how it aligns to the **duty statement**.
2. There is not one perfect way to write a SOQ, but the best advice is to make it unique to you.
3. Remember that grammar, punctuation, and clarity of expression are a part of the evaluation process.
4. If your experience does not relate to a question being asked, provide the most closely relatable answer possible that will showcase that your skills are transferrable.
5. Be specific when answering questions regarding your experience (where, when, what, how, and what the result was).
6. Provide specific examples that demonstrate your qualifications.
7. If the question has multiple parts (A, B, and C), answer each part separately.

### Reviewing

1. Ensure you address all questions/desirable qualifications mentioned.
2. Ensure you follow all SOQ instructions regarding font style, font size and number of pages.

