



Asian Pacific State Employees Association

www.apsea.org

GONE in 30 seconds? AKA

How to Develop a Strong Statement of Qualifications

Facilitated by:

*Lorna M. Fong, former Assistant Secretary
California Health and Human Services Agency*

*Juney Lee, Chief Deputy Director
California Department of Child Support Services*

With thousands of candidates on eligible lists and hundreds of candidates applying for job vacancies, will your SOQ make the cut in a 30-second review?

Objectives:

- ✓ Understand the requirements of the SOQ
- ✓ Learn how the SOQ relates to the application form and resumé
- ✓ Avoid pitfalls when applying for jobs that require a SOQ

Who Should Attend: APSEA members who are considering a position that requires a SOQ as part of the application for the hiring process.

What to Bring:

- Your current resumé
- Copy of your current STD 678 (state application) stored in SPB system
- Announcement of job vacancy that requires a SOQ
- Your current SOQ
- Tablet or notebook and pen/pencil

This will truly be an informative training event. Please come prepared!

When: **Saturday June 25, 2011**

Time: 9:00 a.m. – 12:00pm (doors open at 8:30a.m.)

Where: State Personnel Board Auditorium

801 Capitol Mall (public parking at the downtown mall or the lot at 10th and L)

Sacramento, CA 95814

Please RSVP by **June 12th** to: apseabrownbag@gmail.com

This is a free training open to all APSEA members; space is limited and priority will be given to APSEA members. You must RSVP to attend the training!!!!

www.apsea.org