

The T Bar is a job preparation tool for interviewing as it paints the picture of your match with the specific position. It is also useful in the job exploration process and networking for identifying the qualifications and skills required by the target position or industry function.

In the left column, list each position qualification given in a job description. In the right column, take directly from your resume the specific skills, experience, and key accomplishments that match the qualifications in the left column.

Name of company:	
Position title:	

Position Requirements	My Qualifications