

SOQ Instructions

This document exemplifies Statement of Qualifications (SOQ) formatting requirements.

- All SOQ submissions must follow formatting requirements. Failure to submit an SOQ with appropriate formatting will result in disqualification – applicants will be considered no longer interested and will not move forward in the process.
- Name (Last, First), CalCareers ID#, JC-# and Classification must appear on the top left side in the document header following the example format as shown above; the same header must appear on every page.
- Page numbers are required and must follow the example formatting: “Page X of X” in footer at the bottom of each page.
- The document must be titled “Statement of Qualifications”.
- Font must be Arial, size 12, single spaced, with normal (one inch) margins.
- The SOQ shall not exceed 3 pages.
- Responses must be numbered and must be in the same order as above.
- The SOQ is a required application package document. Failure to submit an SOQ that follows all instructions will result in disqualification from the process. Resumes, cover letters/other letters, or other materials will not be accepted for consideration as responses to the SOQ requirement.
- The SOQ must contain responses to the prompts below which provide details regarding the applicant’s experience, training, and education as it relates to the position.

Statement of Qualifications (SOQ)

1. Describe how your background, experience, education, and/or training qualify you to perform the duties of this position based on the Typical Tasks listed on the [CalHR - Forestry Aide \(1060\) Class Specifications](#).
2. Please describe why you are interested in working as a Demonstration State Forest (DSF) Forestry Aide and how obtaining this position will contribute to the advancement of your long-term career goals. How does your unique interest set you apart from other applicants, and what makes you the best candidate for the position?
3. The [CAL FIRE Demonstration State Forest program website](#) offers information pertaining to the function and benefits of the program. In your own words, please describe the purpose of the DSF program, how the program benefits the California public, and how this helps to accomplish the mission of the department.