



CITP Applications Through Pathway 4: Example of How-To Summarize Relevant Experience

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Overview

CITP applicants applying through **Pathway 4 – Experienced Executives** are required to have a minimum of 10 years of full-time work experience related to the 15 CITP competency categories in executive level roles which are described as follows:

- Leadership roles, and/or
- Management roles in the practical or policy areas of international trade, and/or
- Oversight roles associated with an organization’s international trade activities.

Individuals applying through Pathway 4 must provide a cover letter demonstrating how their work experience relates to all 15 CITP® | FIBP® competency categories. This document includes an example of how to summarize your experience related to each of the competency categories.

CITP Competencies: CITP certification is based on a competency standard that is revised periodically through a process of extensive industry engagement and validation. The *CITP Competency Profile* is derived from the *FITT International Trade Competency Framework* which outlines the depth and breadth of the knowledge, skills, and abilities required of international trade practitioners in an international context. **Important:** Please review the [CITP Competency Profile](#) to ensure proper understanding of each CITP competency category and associated skills and subskills in advance of preparing your CITP application.

Example

Applicants are encouraged to use a similar format to clearly summarize their experience within their cover letter:

COMPETENCY CATEGORIES	SUMMARY OF EXPERIENCE
FEASIBILITY OF INTERNATIONAL TRADE	<ul style="list-style-type: none"> • Understanding companies’ needs; working on specific markets, preparing sectoral SWOT analysis, entry level agenda, business plan, exploring targeted opportunities, operational plans, implementation and strategic review for mitigation. • Conducted more than 30 industries/market studies which includes techno economic studies on attractive international ventures; secondary data mining collated through sources.

MARKET EXPANSION PLANNING	
MARKET ENTRY STRATEGIES	
FINANCE	
BUSINESS DISPUTES	
PROCUREMENT	
PRODUCT/SERVICE PRODUCTION	
INVENTORY MANAGEMENT	
DISTRIBUTION	
DOCUMENT MANAGEMENT	
SALES AND MARKETING	
INTERCULTURAL COMPETENCE	
LAWS AND ETHICS	
RESILIENCY	
COMMUNICATION	

For more information, review the [CITP Candidate Handbook](#), the [CITP Competency Profile](#) and/or contact certification@fitt.ca.