



CITP Applications Through Pathways 1-3: Example of How-To Summarize Relevant Experience

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Overview

CITP applicants applying through **Pathway 1 – FITT Diploma Holders**, **Pathway 2 – International Business Educational Credential Holders** and **Pathway 3 – Specialized Credential Holders** are required to have a minimum of 3 years of full-time work experience in a role that is primarily focused on international trade and is related to one or more of the 15 CITP competency categories.

Individuals applying through Pathway 1, Pathway 2 and Pathway 3 must provide a cover letter demonstrating how their work experience relates to one or more of the 15 CITP®|FIBP® competency categories. This document includes an example of how to summarize your experience related to one or more 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. Only include the category or categories for which you have experience.

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.