



## Analyzing a Job Announcement

### **Questions to ask about any job listing:**

- Is this a reputable company? How can I learn more about their mission and priorities?
- What professional knowledge, skills and abilities are necessary to be successful in this position?
- What else can I infer from this ad? What other professional qualities & skills might they seek?
- Is this a full time or part time position? Permanent or temporary (e.g., seasonal or grant funded)?
- If the ad omitted key information, was I able to obtain answers from a human resource representative?
- When is the closing date and how do I apply?

### **To determine if your skills “match” the job announcement, ask yourself:**

- Do I possess the requisite knowledge and experience to perform the duties listed in the job description?
- Do I possess relevant skills (or transferable skills) necessary to perform the tasks listed in the job description?
- What “soft skills” (e.g., communications, problem solving) do I possess that would be helpful in this position?
- Do I meet all of the minimum qualifications or their equivalence? Am I *over* qualified to my detriment?
- How can I convince this company that I am the right person for this job?

### **About US Job Advertisements**

The **job description** explains the typical work that you will perform *after* you are hired for a position. In contrast, the **qualifications** section (if included) explains the knowledge, skills and abilities you should possess in order to apply for a position.

If your cover letter and resume document that you are highly qualified for the position, it is likely that you will be invited to a job interview. In most cases, after you are hired, a company will provide training on how to perform the specific tasks listed in the job description.

**Note:** Not all job advertisements are well written. Look for more information on a company’s Web site. Call if you need clarification on the posted position. The more you learn about the position, the better cover letter you will be able to write!