

## Analyzing a Job Description

When applying for a job, there's no surer way to miss the mark than by neglecting to read the job description, and as a result, failing to customize your resume and cover letter to the specific position. When you find an intriguing job, proceed as follows:

1. Read **every word** in the job posting.
2. Identify any **specific** position requirements:

*What skills are they explicitly asking for?*

Make a list!

3. Identify any **implied** position requirements:

*What skills are they alluding to?*

Make a list!

4. Create a table linking each requirement to evidence from your experience. Then come up with an anecdote that highlights your skills and speaks to your ability to get the job done.

<b>Position requirements</b>	<b>Evidence and anecdote</b>
- Ability to work effectively as part of a team  - Ability to work with minimal supervision	- In iCons program, collaborate with peers from other disciplines to devise a means of testing pesticide contamination in drinking water...  - Appointed as lab manager in faculty research lab as a result of my track record conducting analyses with careful attention to detail and safety

5. Use this table to tailor your resume to the position, and to craft a cover letter that articulates your ability to fulfill the position requirements.
6. If you get an interview, use this table to prepare to have a conversation about your qualifications.