

Position Description Analysis

By researching the position you are applying for, you can relate your skills, experience, and accomplishments to the specific needs of the employer and demonstrate how you will benefit the employer.

Ultimately this will **set you apart from other applicants.**

Position Name _____

1. Position Description

Do you have a Position Description or can you get one? If not, search for similar position descriptions on Blugold CareerLink or online job searching engines (i.e. monster.com).

2. Career Information

Locate the SIGI 3 (available online at web.uwec.edu/career/sigi/), O'net online (online.onetcenter.org/) or the Occupational Library handout in the Career Discovery Center to review the types of skills required for this type of position.

3. Analyze the Job Description and Career Information

A typical job description will include:

- A description of the company
- Outline of the job's duties or responsibilities
- Outline of the employee requirements (especially educational and experience requirements)

Analyze these parts of a job description to gain a better understanding of what the employer is looking for in the perfect employee.

On your resume and cover letter, highlight those skills and achievements you have that match the employer's wish list.

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After reading the description, highlight or jot down the key words from the description.

Based on this job description, what are the three greatest skills/requirements needed for this position?

What other skills/requirements stand out?

Summarize three to five skills and requirements required of this position - what kind of person are they looking for?

What keywords and concepts should be included in the resume?

Tips:

- If possible, use some of the key words in your accomplishment statements.
- Emphasize your strong points that match the job qualifications to minimize the effect of limited experience in other areas.
- Focus on the particular experiences you have had that best demonstrate the skills needed for the position. Include both paid and unpaid experiences to highlight your strengths.

