UNDERSTAND WHAT THE EMPLOYER NEEDS

Familiarize yourself with a good sample of position descriptions and opportunities in your career field. Read a wide range of position descriptions and take note of common themes and language. By doing this research, you'll be better able to tune into the viable opportunities that may be a better fit for you.

Be sure to fully analyze a position description before applying! Doing so will allow you to determine whether or not you're the right fit for that company. Use the form below to outline what a specific employer is looking for AND how you match the qualifications and requirements, point by point.

What does the employer need?	Why are you the best candidate?
• List key tasks and responsibilities from job posting • Highlight the top requirements that they are seeking • Use key words from company website to demonstrate your understanding of their work culture	• Use the "SKILLS+ACTIONS=RESULTS" to document how your academic and work experience match with the key tasks outlined in the job posting • Add key words from your Motivated Skills Card Sort and from your career competencies
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