

## **Analyzing a Job Description to Create a Resume and Cover Letter**

*You're ready to apply for a job! But what should you put in your resume and cover letter? In order to catch the eyes of a Hiring Manager or Hiring Committee, you'll want to prove through your resume and cover letter that you have the skills and experience to satisfy the job requirements. In turn, the experiences and skills you choose to outline in your resume and cover letter are of the utmost importance and should be dictated by what the job requires.*

*By following the directions below and using our chart, you'll be able to analyze the job description for keywords and skills, determine how your skills match up, and create a plan for what to put in your resume and cover letter. This way, your resume and cover letter will prove and expertly show how you are the right candidate for the job.*

### **How do I use this table?**

- 1. Use this table when you are ready to apply for a job and you have the job description in front of you.**
- 2. Start with the job description**
  1. Start by looking at each specific job description. Read it through twice. What are they looking for? What do they need prospective candidates to do?
  2. Now, make a list (this can include specific skills such as being able to use a specific kind of software to speaking a language or general experiences or intangible qualities such as being able to work in a team) of what they're looking for and put it in the first column on the left.
- 3. Then, look at your CV or Master List. What skills and experiences do you have that satisfy these skills and requirements?**
  1. Next to each skill from the job description, write what experience you have that could satisfy that job component in the middle column.
  2. If there's a request skill you don't have, don't worry about that yet. You may want to address this in your cover letter or consult with a Career Counselor about how to approach any voids in your experiences.
- 4. Assess What to Put Where**
  1. By now, the first two columns of your table should be filled out (save for a few exceptions)
  2. Your final task in the third column is to determine where and how you're going to put this information.
  3. You have two choices—your resume or your cover letter.
  4. You can also make special notes in this section if there's anything else you want to be aware of (making sure to highlight a certain skill or aspect of your personality, etc.).
  5. You can use the final two questions to help guide where you want to put this information and what skills and experiences may be particularly important to include.

