

Job ad analysis

Student instructions

So, you've found a great job opening. You want to impress the employer with your resume. But how do you know what to include?

Pro tip: check out the job ad! The employer wants to see that you have the skills to do the job.

Steps to success include:

- Read the job ad to see what the employer is looking for
- Reflect on how your skills match the employer's needs
- Include the relevant skills in your resume

Ready to get some practice analyzing a job ad? In this activity you will decode a job ad and then identify the skills you have.

- 1 Find a job posting for a position you think you are qualified to apply to now.
- 2 Read the job ad to see what the employer is looking for. Mark up the job posting (print it off or use a digital markup tool, such as www.diigo.com) by circling the following key qualifications and requirements:
 - Identify 3 job responsibilities
 - Identify 4 skills the employer is looking for
- 3 Identify how your skills match the employer's needs:
 - Which of these skills do you have listed on your Xello **About me** profile? If necessary, add those skills you know you have demonstrated in the past or are still working at.
 - Where do you practice or demonstrate these skills? Refer to your Xello **Experience timeline**. If necessary, add the experiences to your timeline.
- 4 Explain the value you provided in these past/current experiences, by highlighting your skills that match the job ad within the **What I learned** text field in the Xello **Experiences timeline**. For example:

Work Experience: Cashier and Schedule Manager at Metro Grocery Store

- Accurately entered data and checked for errors on 500 client accounts
- Handled up to 10 customer complaints a day in a friendly, efficient way
- Managed shift schedules for 10 other cashiers on a weekly basis
- Consistently provided a friendly and personable customer experience

Pro tips: Stick to past tense if the position is complete. Craft points that highlight your skills. Add numbers to quantify your value if possible

- 5 Upload your marked-up job ad and identify the experiences you added or updated on your Xello **Experiences timeline** to the **Job ad** Xello **assignment**.