

Analyzing a Job Posting

When applying for a job, an effective resume should be tailored to that position and should show that you understand the job requirements. The way to do this is to analyze the job posting. Follow these steps to learn how!

1

Review it

- Thoroughly read the job posting/ job description

Tip: Save a copy of every job posting that you apply for, because you may need it when preparing for an interview. Once the application deadline ends, the posting is likely to be taken down.

2

Break it down

- Take note of any requirements, qualifications, skills and abilities that they mention
- Do this by making a list on paper/a blank document, or by printing the job posting off/saving it as an editable file and highlighting the key information

Tip: Employers often list the most important qualifications higher in the posting.

3

Brainstorm

- Reflect on your experiences and consider your own qualifications
- Find examples from your own life that demonstrate each of the skills, abilities and criteria

Tip: Use the examples you came up with and highlight them in your resume, cover letter, portfolio and/or other components of your application package.

For example:

The job asks for...	Maybe you have...
A problem solver	<ul style="list-style-type: none"> • Recommended changes in the booking system to reduce waiting time and confusion when you volunteered to help organize a fundraising event • Resolved customer complaints at the restaurant you worked in by listening to concerns and proposing solutions
Someone collaborative; a team player	<ul style="list-style-type: none"> • Promoted participation and open communication during a big group project at school, making an effort to ensure everyone's ideas were heard • Worked together with your soccer team to create a positive environment, offering advice and encouragement to help peers improve their skills
Strong multitasking and time management skills	<ul style="list-style-type: none"> • Operated a till and cash register for customer purchases while directing incoming calls to the correct department of the store you worked at • Planned ahead using an online calendar and set priorities based on urgency to successfully balance a part-time job and studying full-time

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403.440.6307 careerservices@mtroyal.ca A200 Kerby Hall

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