

# Job Description Analysis Worksheet

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 [coursera.org/learn/art-of-job-interview/supplement/z0gec/job-description-analysis-worksheet](https://coursera.org/learn/art-of-job-interview/supplement/z0gec/job-description-analysis-worksheet)

We created this downloadable worksheet to help you analyze job descriptions and prepare more strategically for your next interviews.

You can also use this worksheet to prepare for the next assignment, where you'll use the Big Interview Answer Builder tool to practice identifying and communicating your greatest strengths for a particular job opportunity.

For this assignment, you will need a real job description to analyze. Ideally, you have already identified at least one interesting opportunity you plan to apply for. If not, go to Indeed.com or another job board and find a job description that could be a good fit for you.

Use the worksheet to analyze how your strengths and experience make you a fit for that specific role. Aim to identify at least three job requirements or duties that align well with your strengths. Next, you'll use our Strengths Answer Builder tool to outline some bullet points that communicate your selling points for the position.

Job-Description-Analysis-Worksheet.pdfPDF File

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