

How to Turn an Internship into a Job

with Valerie Sutton

Gap Analysis

Use a job description for your desired role to complete this worksheet.

Role: _____

Employer Need	I have	Example	Action	Resources
List the skills, knowledge, and qualifications required for the position.	Write "strong", "need", or "opportunity" to indicate how close you match the needs.	Write specific examples for your matches.	Write action steps you need to take to develop any gaps	Write resources that will assist you in completing the action steps.