

# Job Description Analysis Worksheet

Use this worksheet to analyze job descriptions and identify key requirements, qualifications, and keywords for effective application tailoring.

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## Instructions:

1. Paste the complete job description in the designated area
2. Identify and categorize key components including required qualifications, preferred qualifications, responsibilities, and keywords
3. Assess your compatibility with the position based on your analysis
4. Identify specific qualifications to highlight in your application materials
5. Complete the application tailoring strategy for this position

## Job Information

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<b>Position Title:</b>	Enter the exact job title as listed
<b>Company:</b>	Enter the company name

<b>Location:</b>	Enter job location (including remote options)
<b>Date Posted:</b>	Enter when the job was posted
<b>Application Deadline:</b>	Enter the deadline (if provided)
<b>Salary/Benefits:</b>	Enter any compensation information provided

## Complete Job Description

Paste the complete job description here

## Required Qualifications

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List all stated requirements that appear to be mandatory for the position.

Qualification	Do I Meet This?	Evidence/Examples
Required qualification 1	<input type="button" value="Select"/> 	Evidence from your experience or education
Required qualification 2	<input type="button" value="Select"/> 	Evidence from your experience or education

Required qualification 3	Select	Evidence from your experience or education
Required qualification 4	Select	Evidence from your experience or education
Required qualification 5	Select	Evidence from your experience or education

## Preferred Qualifications

List qualifications that would strengthen your application but are not absolutely required.

Qualification	Do I Meet This?	Evidence/Examples
Preferred qualification 1	Select	Evidence from your experience or education

Preferred qualification 2	<input type="text" value="Select"/> ▼	Evidence from your experience or education
Preferred qualification 3	<input type="text" value="Select"/> ▼	Evidence from your experience or education

## Key Responsibilities

List the main duties and responsibilities of the position.

Responsibility	Relevant Experience
Responsibility 1	Your relevant experience with this responsibility
Responsibility 2	Your relevant experience with this responsibility

Responsibility 3	Your relevant experience with this responsibility
Responsibility 4	Your relevant experience with this responsibility
Responsibility 5	Your relevant experience with this responsibility

## Keywords & Phrases

Identify important keywords and phrases that appear in the job description. These should be incorporated into your application materials.

Category	Keywords/Phrases
Hard Skills (technical abilities)	List technical skills mentioned (e.g., programming languages, software, methodologies)

Soft Skills  (interpersonal abilities)	List soft skills mentioned (e.g., communication, teamwork, leadership)
Industry-Specific Terms	List industry jargon or specialized terminology
Credentials & Qualifications	List degrees, certifications, or specific credentials mentioned
Repeated Terms  (appearing multiple times)	List terms that appear multiple times throughout the description

## Company Culture & Values

Identify any mentions of company culture, values, or work environment that should inform your application.

Note any mentions of company values, culture, or work environment (e.g., fast-paced, collaborative, innovative)

## Overall Position Compatibility Assessment

Based on your analysis, evaluate your overall fit for this position:

**Required Qualifications Match:**

**Preferred Qualifications Match:**

**Overall Position Fit:**

## Application Tailoring Strategy

<b>Top Strengths to Highlight:</b>	List 3-5 of your strongest qualifications that align with this position
<b>Experience to Emphasize:</b>	Note specific experiences that should be featured prominently

Potential Gaps to Address:	Identify any gaps between requirements and your qualifications, and strategies to address them
Resume Customization Notes:	Specific changes to make to your resume for this position
Cover Letter Focus:	Key points to emphasize in your cover letter

## Analysis Tips:

- **Required vs. Preferred:** Look for language like "must have," "required," or "essential" vs. "preferred," "desired," or "a plus."
- **Qualification Assessment:** Be honest about your qualifications; this helps you prepare for interviews and identify areas for growth.
- **Cultural Fit:** Pay attention to language about work style, team dynamics, and company values.
- **Application Decision:** Consider applying if you meet 70-80% of the required qualifications, even if you don't meet all preferred qualifications.
- **Resume Tailoring:** Use this analysis to customize your resume, featuring the most relevant experiences and incorporating key terms.