

# Job Description Analysis Worksheet

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

## 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

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

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

## Complete Job Description

Paste the complete job description here

## Required Qualifications

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

Qualification	Do I Meet This?	Evidence/Examples
Required qualification 1	<div>Select▼</div>	Evidence from your experience or education
Required qualification 2	<div>Select▼</div>	Evidence from your experience or education

Required qualification 3	<div>Select▼</div>	Evidence from your experience or education
Required qualification 4	<div>Select▼</div>	Evidence from your experience or education
Required qualification 5	<div>Select▼</div>	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	<div>Select▼</div>	Evidence from your experience or education

Preferred qualification 2	<div>Select</div>	Evidence from your experience or education
Preferred qualification 3	<div>Select</div>	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)

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

## 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:**

Select compatibility level

▼

**Preferred Qualifications Match:**

Select compatibility level

▼

**Overall Position Fit:**

Select overall fit

▼

# Application Tailoring Strategy

Top Strengths to Highlight:	List 3-5 of your strongest qualifications that align with this position
Experience to Emphasize:	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.