What is a job description?

* how do employers use a job description?
* as a marketing tool
* Screening tool
* They must only rank you by the competencies within the job description
* On co-ops, if you don’t have a competency, the employer will train you
* Your resume is the answer key to that job description
  + Don’t bother including anything that isn’t in the job description
  + Tailor your cover letter to the organization you’re applying for

Deconstructing a job posting

1. Take out all irrelevant components
2. Identify key qualities (competencies)
3. Identify how you match this criteria
   1. Write down any and all experiences that are relevant
   2. Aim for 60% or more

Next class

* In class resume peer review