**Assignment: Skills Matrix**

This assignment asks you to identify the job that you want to attain either after graduation or 1-2 years into your career; this job is referred to as your **target job**. To complete this assignment:

1. Find 3 actual job postings for your target job. Review the qualifications listed in these job postings, identifying those that are common to all of them. Those items that are common should be listed in your skills matrix under the heading **Target Job Skills**. Please ensure your list of skills (qualifications) includes technical skills, soft/interpersonal skills, education, years or experience, and any other commonly listed skills. **Note:** there is no need to include the actual job postings or links to the job postings as part of your submission.
2. Identify the qualifications you possess; the easiest way to do this is to refer to your resume. Add this information to your skills matrix under the heading **My Skills**. This column should list all of your skills (qualifications) including technical skills, soft/interpersonal skills, education, years or experience, and any other skills that are relevant for the job.
3. Compare the information shown in the **Target Job Skills** column to the information shown in the **My Skills** column. Any items shown in the first column and missing from the second are your **gaps**; list these items under the heading **Gaps**.
4. For those items identified as gaps, describe your plan to acquire the skill/qualification, or to close those gaps; state this under the heading **Plan to Close Gaps**. For this step, please ensure you are being creative in your choice of activity and that you pick the most appropriate activity to close each gap.

For example, if you have no intention of taking additional courses, please do not identify a course as your method of closing a gap. Please consider that some activities are more effective than others to address certain gaps. For example, reading a book is not the best or most appropriate activity to improve communication skills; a better method would be to join an organization such as Toast Masters or to find a mentor who can coach you in your communication.

When your skills matrix is completed, you will have approximately 1 – 1.5 pages of information. This information can be presented in a Word table or an Excel spreadsheet.

|  |  |  |  |
| --- | --- | --- | --- |
| **Target Job Skills** | **My Skills** | **Gaps** | **Plan to Close Gaps** |
| List all of the skills/qualifications common to the 3 job postings in this column   * Technical skills * Soft/interpersonal skills * Education * Years of experience * Other? | List all of your skills/qualifications as found on your resume   * Technical skills * Soft/interpersonal skills * Education * Years of experience * Other relevant skills | Those skills/qualifications that are listed in the target job postings but that you do not have | Describe your plan to close identified gaps by being creative and picking the most appropriate method.  Some possible ideas are:   * Volunteering to gain more experience * Mentor * Courses – online or in-person * Reading a book, online information, etc. * Webcasts, podcasts * Associations or other professional groups   Please do not limit yourselves to these ideas and include others if you intend to pursue them. |