

UNDERSTANDING JOB POSTINGS

Read, read, read!

Read the entire post slowly and critically. Reread for clarification. Look up words or phrases you are unfamiliar with.

Research the business/company/employer. Look for the core values and goals and learn about the history of the company.

Pay attention to the keywords and repeat phrases. Use these here and there in your application materials (cover letter).

The job responsibilities are what the employee will be doing. The job qualifications are the skills the employee will be using.

Ask questions!