

# Job Ad Selection and Analysis

As you look for a job ad, find a position you are qualified for right now. Your resume should reflect the accomplishments and skills you actually have, so the job ad you select should reflect what you actually can do.

If you have trouble finding a job advertisement, try public listing like [Indeed](#), [Glassdoor](#), [Monster](#) or [Career Builder](#). If you know a specific company you would like to work for, most corporate websites have a "Careers" or "Jobs" section that lists current openings. You also can look for internships through [Handshake](#). You may also be able to build a resume for a graduate school application.

Once you have located an ad, answer the following questions about the job ad:

1. Why did you choose this job ad? What attracts you to this kind of work.
2. Do you feel that you are qualified for the position?
3. Did you know anything about the company before you saw the job ad? Based on your research, what is your personal sense about the company? How do you feel this company differs from similar companies in your field?
4. How long has the ad been posted? If it has been posted for a long period of time, are you sure that the position is still available? How?
5. Where is the company located? Are you willing to move if it is out of state or in a foreign country?
6. Of all the skills and requirements listed in the ad, which do you feel are the most important for someone in this position?
7. Which of your skills or experiences do you feel make you the most competitive for this job?