

Job Keyword Activity

This activity will correlate your skills and accomplishments to the needs of the potential employer.

Using the document linked below, match your qualifications to the keywords in your job ad:

- [Matching Qualifications to Job Ad Document](#) (included below)

Once you've completed the document, upload your work here as a PDF.

Matching qualifications to job ads exercise

Directions

Analyze your ad for key words. Categorize these key words in the “What they want” column according to categories--skills, experiences, education, qualities & values.

Then reflect on your own skills, experiences, education, and qualities & values. How do they match up with the key words you’ve identified? You probably won’t be able to fill in all the blanks in the “What I’ve got” column, but that’s okay.

	What they want as outlined in the job ad List from most important to least important	What I’ve got
Skills (i.e. hardware/software skills, writing skills, building skills, etc)		
<i>Example</i>	<i>Java and database administration</i>	<i>X class at RHIT that covered Java and X class at</i>

		<i>RHIT that covered database administration</i>
Experiences (i.e. jobs, internships, volunteering, co-ops, etc)		
<i>Example</i>	<i>0-2 years experience in Civil Engineering</i>	<i>A co-op at Nederveld Associates, Inc.</i>
Education (i.e. college, high school, seminars, workshops, etc)		

<i>Example</i>	<i>College education</i>	<i>B.S. from RHIT</i>
Qualities and values (i.e. hard working, religious, good communicator, etc.)		
<i>Example</i>	<i>Someone who is responsible</i>	<i>Worked as a lifeguard</i>