



DECONSTRUCTING THE JOB POSTING

Whether short or long, job postings contain vital information about how to approach an employer. Identifying what the employer really wants requires understanding the different parts of the job posting.

Steps to Deconstructing a Job Posting

Step 1: Print the job posting and any separate job description, if available.

Step 2: Highlight required qualifications in one color. Look for phrases such as “must have,” “essential,” “a must,” or “required” to identify what employers cannot live without. If you are missing one or more of these required qualifications, chances are the employer may not consider your application. If you are close to a requirement, such as having nine months of experience rather than the 12 months the employer specifies, it’s still worth submitting your application. After all, you have nothing to lose. Phrases such as “a plus,” “beneficial,” or “helpful” refer to qualifications that employers would like to see in applicants, but are not necessarily deal breakers.

Required qualifications might include:

- Specific educational requirements (for example: High School Diploma/GED a must)
- Specific experience (for example: one year of customer service experience essential)
- Specific licenses or courses (for example: must have a clean, valid driver’s license)

Step 3: Highlight skills and abilities (for example: competencies) in another color or bold, along with any job duties you have previously performed.

Skills and abilities could include:

- Demonstrated communication skills
- Ability to work with minimal supervision
- Problem-solving capabilities

Step 4: Transfer the highlighted items to the Deconstruct A Job Posting Worksheet. Think about your background, and write how you meet each criterion. In your cover letter, focus on your key qualifications and strengths relative to the posting. For positions with extensive lists of qualifications/skills, you will not be able to address every aspect, but you can identify categories and list the most important elements. If you don’t meet everything mentioned in the job posting, don’t worry. Apply even if you have most but not all the required experience, skills, or abilities. In your cover letter, address how you compensate for that. Showcase your competencies and demonstrate that you have thought about the job posting and how you are a good fit for the position. Remember, employers are often willing to take a chance on someone who shows great enthusiasm and capacity to learn.

Adapted from the Young Adult Career Development Curriculum, 2013



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DECONSTRUCT A JOB POSTING WORKSHEET

Use the following table to match your skills, abilities, and qualifications to an employer's needs as found in a job posting.

Job Title _____

Employer _____

Type of Job _____

REQUIRED QUALIFICATION

HOW I MEET THIS REQUIREMENT

DESIRED SKILLS, ABILITIES, AND DUTIES HOW CAN I DEMONSTRATE THESE QUALIFICATIONS?

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SAMPLE JOB POSTING

Sample Job Posting

Job Details

Job Order JC6222367

#:

Job Titles: Retail Sales Associate

Company: T-Mobile

Location: Brooklyn, NY

Salary:

Education:

Experience:

Hours:

Duration: Full Time, Regular

Shift:

Description: Our Retail Sales Associates are in the best position to deliver T-Mobile's "staying connected" Retail promise to our customers. In this role, you'll hone professional sales techniques and learn all about the technology T-Mobile offers as you build the service relationships that are the foundation of our company's (and your team's) success. **OPPORTUNITY- YOUR CHANCE TO SHINE** Because customer satisfaction and loyalty is so important to us, T-Mobile's corporate structure is a little different from that of other companies. Our entire organization is structured to serve our number one employees- the team on the front lines. As a Retail Sales Associate, your talent for going "above and beyond" to create a fantastic customer experience will really pay off. Our base-plus-incentives pay structure is designed to reward sales teams of service pros who can fully meet their customers' connection needs (spoken and unspoken). So your intuitive ability to adapt to different shopping preferences will really shine. Plus, working side by side with your team, you'll create an inviting store atmosphere that'll be a great work environment too! **TALENT SUITABILITY- ARE YOU THE RIGHT FIT?** Our best Retail Sales Associates are passionate about our technology and they get a kick out of sharing their knowledge and enthusiasm with others. In this role, your ability to help customers stay better connected by matching them with just the right products and services, will translate into financial rewards and real career momentum. If you're motivated by being a member of a high performing team, will thrive in a fast-paced environment, and can handle all kinds of customers with ease, we'd love to hear from you. We think you'll enjoy the flexible schedule this position affords and the camaraderie of being part of a hard-working sales team. **RESPONSIBILITIES** As a Retail Sales Associate, you'll be asked to: * Build customer confidence of customers by making the store experience interactive, engaging and reassuring. * Maximize customer experience by "solving the whole problem" (as opposed to pushing products). * Maintain the visual appeal of your store. * Make the most effective use of store displays and interactive devices for each of your customers. * Use your time well, even when not serving customers. * Keep abreast of the rapidly evolving T-Mobile technology. * Develop positive customer relationships. **REQUIREMENTS** * Previous retail or customer service-oriented experience * Stellar problem-solving skills * Availability for flexible scheduling * Ability to listen carefully and actively * Interpersonal and communication skills that enable customers to feel comfortable with our products, features, plans, and services * Basic computer skills * Aptitude for sensing and responding to the range of shopping types * High School Diploma or GED required **COMPENSATION** Competitive compensation and benefits package offered **EEO** T-Mobile is an equal opportunity employer (EOE). We strongly support diversity in the workforce. [Click here to learn more about working in our Retail stores by watching this video featuring our employees.](#) Req Number: 12009414



SAMPLE JOB POSTING

Sample Job Posting

JOSEPH J. JONES

123 AVENUE Z NEW YORK, NY 10000 / 646 555 1212 (DAY) / 212 555 9876 (EVE) / JJJONESNYC@YAHOO.COM

OBJECTIVE: To secure an entry-level position with significant responsibility in a field where I can use and develop my manual skills.

OVERVIEW OF STRENGTHS: Fluent in Creole and Conversational French; Experience in Office Work, Facility Maintenance, Landscaping, Youth Supervision; type 45 wpm; extremely good with hands and interested in mechanics; highly responsible and dependable; excellent interpersonal skills; work well in a team and with little supervision.

EDUCATION & TRAINING

09/2011-Present Harlem Empowerment League of Professional Mechanics New York, NY
Computer & Office Skills Training

- Office Skills: Currently enrolled in training program to develop computer skills in Microsoft Office 2010 (Microsoft Word, Excel, PowerPoint and Access), other productivity software and general administrative skills; type 45 wpm
- Law Firm Internship: Completed a twelve-week administrative internship at the law firm of Howard, Howard and Fine, responsible for supporting over 40 partners, associates and other staff in the Entertainment Law division. Operated Norstar 6000 multi-line telephone system, correctly routing calls to appropriate staff and interacting with high-level clientele. Assisted with duplication and assembly of 6,000 page appeal package for submission to the New York State Court of Appeals in the case of Hatfield vs. McCoy

WORK & VOLUNTEER EXPERIENCE

09/2010 – 08/2011 Eric M. Taylor Center Queens, NY
Facilities Maintenance & Landscaping

- Facilities Maintenance Skills: Maintained cleanliness and upkeep of six multi-use buildings at busy facility; swept, mopped and buffed floors using Acme 2000 Xtreme industrial buffer machine; performed minor plumbing and other building repairs
- Landscaping Skills: Performed landscaping duties to maintain and improve condition of public spaces; raked and gathered leaves; seeded lawns and cut grass on weekly schedule using Toro 6000 commercial mower

2008-2010 Child Care Provider New York, NY

- Frequently responsible for after school care of four children, ages 6-12
- Assisted with homework, supervised outings to local parks, prepared nutritional meals according to strict dietary guidelines

Summer 2006 Fresh Air Fund Summer Camp Lake George, NY

- Volunteer Counselor's Assistant
- Volunteered to assist camp counselors in organizing activities and monitoring participants, age 6-10, in summer camp for low-income youth

REFERENCES AVAILABLE UPON REQUEST

Deconstructing A Job Posting from the Young Adult Career Development Curriculum, 2013