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Reviewing Job Advertisements

Applying for a new position can often take a lot of time and energy. We recommend you maximise your efforts by only applying for positions that are the best fit for you.

Completing a comprehensive review of the job advertisement and the position description, combined with the reflection activities we recommended above in Topic 1, will support you in aligning your skills and experience to each position.

Key considerations when reviewing a job advertisement:

- Does the role and company align to your career goals and what is important to you?
- Do you have 70-80% of the stated requirements of the role? Be honest when assessing your current skills. If you are unsure, speak to the hiring manager, supervisor or a trusted friend or colleague to help you assess your skills before proceeding with an application for a role.
- Look out for key words. There will be key words in every job advertisement or position description that you will want to identify and include in your resume and cover letter. These key words will also support your interview preparation if you progress to the interview stage.

Most job advertisements will include:



An overview of the company and the role.



A description of the core responsibilities and expectations.



The specific skills, experience and qualifications required.



The benefits and opportunities available to the successful candidate.



Always review the job advertisement and position description in detail before applying for a role.

If you have completed self-reflection as recommended in Topic 1, you will easily be able to identify a role that meets your values and career aspirations from the job advertisement or position description.