

Understanding job specifications

- Read the job advert and highlight the key things the recruiter is looking for
- Write these down in the left hand column of the table under *what the employer wants*
- Match your skills, experience and personal attributes to the job criteria under the column *what I offer*
- You don't have to be able to do 100% of the job - 70% is more than enough
- Most job specs will seek essential skills, which you need to have, and desirable skills, which you might have, but still apply if you don't
- Don't be put off – apply

What the employer wants	What I offer