

DECIPHERING JOB DESCRIPTIONS

University of Arizona Graduate Center

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As you search for and review potential internship and job opportunities, it can be challenging to make sense of what you are reading. This quick guide is meant to help you organize the information you find to help you make informed decisions moving forward. While this guide uses three descriptions, you can use this template for as many descriptions as needed.

Job Description 1

Job Title: _____

Degree Requirement: _____

Company: _____

Years of Experience Required: _____

Location: _____

Salary Range (if posted): _____

Date Posted: _____

Due Date (if posted): _____

Skills and Experiences Required

Relevant Skills and Experiences You Have

Overall thoughts about this position?

Does the role sound like a good fit? Something you would enjoy doing? How does the company sound? Do you have most of the skills and experiences needed? Do you have the right degree? Any red flags?



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Job Description 2

Job Title: _____

Degree Requirement: _____

Company: _____

Years of Experience Required: _____

Location: _____

Salary Range (if posted): _____

Date Posted: _____

Due Date (if posted): _____

Skills and Experiences Required

Relevant Skills and Experiences You Have

Overall thoughts about this position?

Does the role sound like a good fit? Something you would enjoy doing? How does the company sound? Do you have most of the skills and experiences needed? Do you have the right degree? Any red flags?



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Job Description 3

Job Title: _____

Degree Requirement: _____

Company: _____

Years of Experience Required: _____

Location: _____

Salary Range (if posted): _____

Date Posted: _____

Due Date (if posted): _____

Skills and Experiences Required

Relevant Skills and Experiences You Have

Overall thoughts about this position?

Does the role sound like a good fit? Something you would enjoy doing? How does the company sound? Do you have most of the skills and experiences needed? Do you have the right degree? Any red flags?



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Synthesize The Information

After reviewing a few different descriptions for the same role, or similar roles, you should have a clearer sense of a few different things.

What skills and experiences are most relevant for you to have if you want to pursue opportunities like this, opportunities in this field?

What skills or strengths do you possess that will make you competitive for roles like these?

What weaknesses do you possess that you will need to address or compensate for with roles like these?

If you could do one thing tomorrow to make yourself more competitive for opportunities like these, what would you do?

