**GAP ANALYSIS EXERCISE**

1. *Collect 3-5 job postings that interest you for after you graduate; if you have interests in more than one type of field/position, collect 2-3 postings per area*
2. *Highlight or circle the desired skills and experiences listed in each job posting; you will find these in both the description of the job as well as the “preferred qualifications” section*
3. *In the first column, list the skills and experiences you highlighted in the job postings and put a star next to any that appear in more than one posting*
4. *In the second column, record the skills and experiences that you have; revisit the list you created from Skills and Accomplishments exercise to help you*
5. *Circle any matches of skills and experiences from the first and second columns (circle in both columns so that you know they are a match)*
6. *In the third column, identify any gaps of skills and experiences (look for the skills and experiences NOT circled in the first column)*

**POSITION/JOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Desired Skills and experiences from postings***Record each of the skills and experiences that are highlighted amongst your collection of job postings; put a star next to any that come up in multiple postings.* | **My Skills and experiences***Revisit the list you made from the Skills and Accomplishments exercise.* | **Gap Analysis***What skills and experiences do you not have yet and would like to gain?* |
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**POSITION/JOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Desired Skills and experiences from postings***Record each of the skills and experiences that are highlighted amongst your collection of job postings; put a star next to any that come up in multiple postings.* | **My Skills and experiences***Revisit the list you made from the Skills and Accomplishments exercise.* | **Gap Analysis***What skills and experiences do you not have yet and would like to gain?* |
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