Skills Gap Analysis

Using the following chart, you'll compare the skills you've already built to the skill set required for a position in your area of interest. Take your time and be totally honest with yourself.

1. The top general workplace skills are listed in column #1 of the first table. Using your resume, and personal life experience for reference, rate yourself on a scale of 1-10 for each skill.

<table>
<thead>
<tr>
<th>Skills</th>
<th>Rating</th>
<th>Where Validated (be descriptive: name of position/course, type of company, what did you do?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
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<td>Organizational</td>
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<td>Leadership</td>
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<td>Problem-Solving</td>
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<td>Mathematical</td>
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<td>Professional</td>
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<tr>
<td>Computer</td>
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</tbody>
</table>

0 = No experience  3 = Some experience  6 = Adequate experience  10 = Extensive experience

For example:

- If you have 10+ years of experience with this skill, you might give yourself a 9 or 10.
- If you have 5+ years of experience with this skill, you might give yourself a score somewhere around 7, depending on how confident you feel about that skill.
- If you have 2+ years of experience with this skill, you might give yourself a 5 or 6.
- If you have less than a year of experience with this skill, you might give yourself a 3.
- Any skill in which you have little or no experience should get a rating of 2 or less.

Use the third column to identify where or how you have validated (learned) this skill (e.g. through professional work or volunteering.)
2. The second table is for industry-specific skills. Using a job description, list the industry-specific skills required for the job or job type you are currently considering. Then, follow the same instructions for this table as you did for the first.

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