



How to Read a Job Announcement

It is important to understand how your skills and knowledge fit with occupational and job requirements. In addition to skill inventories, the development of your resume should help you become familiar with what you have to offer an employer.

Finding out about employer needs can involve visiting their website, talking to current employees, and analyzing the job announcement. You will want to refer to the employer's needs and what you have to offer in your cover letter.

Below is an example of how to analyze a job announcement. For additional help identifying employer's needs or drafting a cover letter you can schedule an appointment by calling 405-744-6350.

Job Announcement #421403

POSTED: April 17, 2007 (deadline Aug. 3, 2007)
 POSITION: Community Health Educator
 COMPANY: Dunn County Health Department
 LOCATION: Menomonie, MN - USA
 URL: <http://dunncounty.health/tobacco.grant>

JOB REQUIREMENTS
 Will coordinate the implementation of the tobacco control grant program objectives. Design and implement health education program for individuals, groups and the community. Participate in grant writing. Will conduct meetings and provide technical assistance to individuals, groups, and the community on tobacco control. Will provide professional care/attention and respond to public health emergencies as required. Prepare and submit records and reports as required by agency policy and program requirements. Attend various meetings, in-service and training sessions and assist in policy and procedures development within the department.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Health Education or related field.
- 1 year experience working within the public health field.
- Valid Minnesota drivers license.

PREFERRED QUALIFICATIONS

- CHES Certification
- Knowledge of Tobacco Health Issues

HOW TO APPLY
 Send resume and cover letter to:
 Dr. Jim Sellers, Director of Grant Services
 Dunn County Health Department
 2322 N. Washington, Suite 722
 Menomonie, MN 56225

It is common for employers to list their website. Make sure to visit and become familiar with what they do. This may give you some insight into their long-term needs.

Highlighting action verbs is a good way to begin identifying the skills they are looking for.

As you review the specific requirements try to categorize the skills, for example...

Communication Skills
 "participate in grant writing"
 "prepare & submit records"

Organizational Skills
 "coordinate the implementation"

Interpersonal Skills
 "conduct meetings"

Make sure that each skill area that matches what you have to offer is described in your resume and brought to the employer's attention in the cover letter.

Double check your resume and/or cover letter to see if you have mentioned your matching qualifications and they are easily found.

If you have any of the preferred qualifications consider drawing attention to them on your resume and/or cover letter.