

Worksheet: Skill Matching Table

Write down the requirements of the job description in the first column. Include education, duties, responsibilities and licenses. Use the key (S, NI, and NS) to rate your skills compared to those required for the job. When finished if you have NS more than you have NI or S you are not a match for this job. Having a few need improvements mean you may want to consider updating those particular skills.

S=Skills Match

NS=No Skills Match

NI=Need Improvement

Job Requirements	S	NS	NI	Notes