

DUTY AND SKILLS ANALYSIS WORKSHEET

1. Write the title of your job goal.
2. List the major duties or the required skills and experience involved in performing your job goal.
3. List your related experience, qualifications, and/or skills that you currently possess.
4. You can use this information for your resume or cover letter or as talking points in an interview.

JOB GOAL TITLE: _____

Duty or requirement _____

Related experience or qualifications/skills _____

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