

Reading a job ad

Job ads use their very own language. It is important to know what is asked from you and to get an idea of what you can do to obtain the necessary skills. Don't use too much understatement: in many cases, you already have many of these skills, but the language in the job ads is simply different from what you are used to from university. Or the skills are "hidden" in your past, you don't find them relevant enough ("but, hey, everyone did that, right?") or they became second nature for you, letting you forget that you are able to do quite unusual things ("of course I can analyse big data sets").

EXERCISE

'Translating' job ads

Use the table below and fill in the empty fields, thinking about what the employer wants to see from you and how you could get/ show these skills. You can find the solution to this exercise at the end of section 2.



Text in JD	What is asked from you	How you could show this skill/ experience
<i>Support drug discovery and translational programs</i>		
<i>...Deliverables are accurately accounted in the project plan, and are tied with competitive timelines with appropriate resources</i>		
<i>Multiyear expertise and hands-on experience in...</i>		
<i>A clear plus would be...</i>		
<i>Applicant must possess...</i>		
<i>Ability to quickly adapt to a changing environment and priorities</i>		



<i>Efficient and result oriented way of working</i>		
<i>Customer focus</i>		
<i>Leadership skills in a project and matrix environment</i>		



