## **Exercise:** Using the job opening you would like to apply for, analyse the vacancy and write down the answers to the questions below.

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| * 3-5 main areas of expertise in order to perform the job | 1.  2.  3.  4.  5. |
| * Knowledge needed to do the job | 1.  2. |
| * Competencies, skills and abilities needed to perform the job | 1.  2.  3.  4.  5.  6.  7.  8. |
| * Requirements to apply for the job | 1. Education:  2. Work experience   * Minimum years of experience: * Required experience to apply for the job: * Desirable experience to apply for the job: |
| * Languages | * Required: * Advantage: |