

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

<ul style="list-style-type: none"> • 3-5 main areas of expertise in order to perform the job 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
<ul style="list-style-type: none"> • Knowledge needed to do the job 	<ol style="list-style-type: none"> 1. 2.
<ul style="list-style-type: none"> • Competencies, skills and abilities needed to perform the job 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8.
<ul style="list-style-type: none"> • Requirements to apply for the job 	<ol style="list-style-type: none"> 1. Education: 2. Work experience <ul style="list-style-type: none"> • Minimum years of experience: • Required experience to apply for the job: <ul style="list-style-type: none"> ○ ○ ○ • Desirable experience to apply for the job: <ul style="list-style-type: none"> ○ ○ ○
<ul style="list-style-type: none"> • Languages 	<ul style="list-style-type: none"> • Required: <ul style="list-style-type: none"> ○ ○ • Advantage: <ul style="list-style-type: none"> ○ ○