# Gap Analysis

In this assignment you will construct a gap analysis for a job within your selected area of interest. A gap analysis helps you prepare for your dream job from two directions:

* **Market research**: what strengths, skills, and knowledge do you **need**
* **Personal reflection**: what strengths, skills, and knowledge do you **have**

## Instructions

1. Find a job description in your area of interest.
2. Complete the gap analysis table.
3. Write a reflection.
   1. Write in clear and concise prose.
   2. Support your ideas with evidence.
   3. Be descriptive enough for the “future you” to understand key concepts.
4. Submit your completed table and reflection by the due date in the syllabus.

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| Component | Gap Analysis Table | Reflection |
| Length  Icon for length | All listed skills/competencies | **500-750 words** |
| Include  Icon for questions | 1. Required/preferred skills and competencies for the job 2. Your existing personal skills/competencies 3. What you need to learn | * Describe the needs of the job market. * Reflect on preconceived ideas about the job * Summarize your existing skills, education, and experience. * Summarize your gaps. * Hypothesize what you have to offer employers that they don’t know that they’re looking for. * Reflect how this gap analysis exercise my change (or not) your approach to job searches, professional development, and educational activities. |

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| Skills and Competencies Required by Job/Career | Individual Skills and Competencies | Deficiencies and Plans for Professional Development |
| --- | --- | --- |
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