



3. UNDERSTANDING THE JOB DESCRIPTION

UNDERSTAND THE ROLE. SHOW YOU'RE THE RIGHT FIT.

The job description is your roadmap. It tells you what the employer needs and what success looks like in the role. Understanding it helps you tailor your application and ace your interview. ❤️

IN THIS GUIDE

- ✓ Why the job description is important
- ✓ Key sections explained
- ✓ How to break it down
- ✓ How to match your skills and experience
- ✓ Tips to use it to your advantage

★ WHY IT MATTERS

- ✓ Helps you understand what the employer is really looking for
- ✓ Allows you to tailor your CV and cover letter effectively
- ✓ Helps you prepare for interview questions
- ✓ Increases your chances of showing you're the right fit



Candidates who understand the role stand out from the rest.

📋 KEY SECTIONS EXPLAINED



Job Title
The role you'll be doing.



Job Summary / Purpose
A brief overview of the main purpose of the role.



Key Responsibilities
The main tasks and duties you'll be expected to do.



Person Specification
The skills, experience, qualifications and personal qualities they need.



Salary & Benefits
Pay, perks and other benefits offered with the role.

🔍 HOW TO BREAK IT DOWN

- 1 Read the job description carefully from start to finish.
- 2 Highlight key responsibilities and important requirements.
- 3 Identify the must-have skills and experience.
- 4 Look for keywords and phrases used throughout.
- 5 Note any nice-to-have skills you can also bring.



Focus on what they need most and how you can deliver it.

👤 MATCH YOUR SKILLS AND EXPERIENCE

- ✓ Compare your skills and experience with the requirements.
- ✓ Find examples from your past roles that show you meet those needs.
- ✓ Use the same keywords in your CV and cover letter.
- ✓ Be ready to give specific examples in interviews.



It's not about having everything – it's about showing how you meet what matters most.

🎯 USE IT TO PREPARE YOUR APPLICATION

- ✓ Tailor your CV to highlight relevant experience and achievements.
- ✓ Write a cover letter that shows how you meet their needs.
- ✓ Use examples that prove you can do the job.
- ✓ Show enthusiasm for the role and organisation.



A tailored application shows effort, interest and professionalism.

👤 USE IT TO PREPARE FOR INTERVIEWS

- ✓ Expect questions based on the responsibilities and requirements.
- ✓ Prepare examples using the STAR method (see STAR Technique Guide).
- ✓ Think about how you'll solve the challenges mentioned.
- ✓ Prepare questions based on the role and responsibilities.



When you understand the role, you can answer with confidence and clarity.



EXTRA TIPS



LOOK BEYOND THE WORDS

Think about what the employer really needs and the problems they want solved.



UNDERSTAND THE CONTEXT

Consider the industry, company and team you'll be working in.



THINK IMPACT

Employers want results. Think about how you can add value and make a difference.



SPOT THE CLUES

Look for words like 'dynamic', 'team player', 'fast-paced' – they show what matters to them.



SHOW, DON'T TELL

Provide examples that prove your skills and experience, not just list them.



REMEMBER

The job description is more than a list of tasks – it's a guide to success. Understand it, match it and show how you're the perfect fit. ❤️