



Career Exploration Toolkit

6. Career Options Gap Analysis

Wondering if you have the skills needed for a particular job? Use this exercise to identify your strengths and areas for growth. Choose one job title and complete a gap analysis to determine strategies for addressing the gaps between your job of interest and current qualifications. Conduct research on the job on O*NET (www.onetonline.org/) or the Occupational Outlook Handbook (www.bls.gov/ooh/).

Job Title of Interest:

Job Requirements:

Example: Adept at manipulating large data sets.

Do I meet this job requirement (yes/no)?

Yes

Strategies for Addressing Gaps. For all the no's listed above, create a plan to gain skills required. Review these resources for inspiration: fellercenter.umd.edu/gain-experience.