

Case Study

Analyse Job Advertisement

Name: _____ Date: _____

Based on the given example write down your skills and what are the skills that the advertiser or the employer is looking for?

Personal Assistant
*An Internet Cafe business in **Finchley Central**, London urgently requires a mature, hardworking assistant to provide administrative and secretarial support. Must be willing to become closely involved with the business, including liaison with suppliers and clients when the owner is abroad on business. Excellent communication and organisational abilities. Keyboard skills (55 wpm) and a confident telephone manner essential. Experienced bookkeeper an advantage. Knowledge and experience of customer service and another language will be a bonus.*

Your Main Skills?

1. _____
2. _____
3. _____
4. _____
5. _____

What are the main skills that the Employer is looking for?

Someone.....

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____