

## HOW TO READ AND INTERPRET JOB POSTINGS

*How to understand if you're the right fit for the role*

The key to succeeding in a recruitment process often begins with the job posting itself. Yet many candidates fall into a common trap: interpreting it too casually.

Our advice? Take time to understand the real needs behind the list of requirements. Try to interpret the company's expectations and assess whether your profile aligns with what they're looking for.

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### Where to begin?

#### The Job Title

Sometimes job titles can be confusing, as different companies may use different terms for similar roles. You might have relevant experience without recognizing yourself in the title used. Still, the job title can provide useful clues about the company's organization and structure. Use it as a starting point to explore how your background might fit within the business areas involved.

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#### The Requirements

As we explain in our *Career Tip: Common Myths About Recruitment*, recruiters don't necessarily expect candidates to meet *all* the listed requirements. However, there are usually primary (must-have) and secondary (nice-to-have) criteria.

By comparing the required qualifications with the responsibilities described, you can often identify which skills are truly essential for the role. Typically, the most important requirements and tasks are listed at the top of the job posting — don't overlook them.

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#### Hard and Soft Skills

**Hard skills** are easily measurable: education, language proficiency, technical expertise, computer skills, etc. These are key for initial screening but rarely enough on their own.

**Soft skills**, on the other hand, describe personality traits, attitudes, and interpersonal abilities that help determine how well a person will fit into the team and workplace culture.

Don't underestimate them — in many cases, they can be your winning card during the interview.

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#### The Responsibilities

The description of day-to-day tasks reveals much about the company's structure, the level of responsibility expected, the people you'll interact with, and the work environment. It can also hint at potential career development and future opportunities.

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### What to do after analyzing the job ad?

If you believe you meet the key qualifications and are genuinely interested in both the role and the company, it's time to move to the next important step: crafting a tailored and impactful CV.

Start from your analysis of the job posting and echo the language used in the ad to highlight relevant experience and skills. This will help capture the recruiter's attention and clearly show how your profile aligns with the role.

