Skills Gap Analysis

Find a job or internship of interest on SJSU Handshake and use this handout to analyze the requirements, identify the skills and experiences needed, as well as any potential gaps. The goal of this activity is to help you assess what you need to develop in order to be a strong candidate.

Job/ Internship of Interest:

Below list the skills, knowledge, qualifications, and characteristics required for your position of interest. Check the ones you already have and identify any gaps.

Skills: transferable, technical, creative skills, etc.   **Knowledge:** subjects, topics, theories, etc.

Qualifications: degrees, certificates, experience, etc.   **Characteristics:** feature, quality, or trait.

List the gaps you identified from the lists above. Next, identify how you can develop in those areas (e.g. internships, volunteer work, Lynda.com course, etc.).

Gap: **How to Develop:**