



Make Your Match Example: Jane Smith's Job Match

Step One: Job Posting

Job Title: Marketing Coordinator

Company: Fun Money Corporation

Responsibilities:

Assist the marketing department with a wide variety of marketing tasks such as updating content and artwork for collateral and the website. Assist in distributing leads and generating lists from our existing customer management system.

Requirements:

- Must be proficient at using Microsoft Office applications.
- Graphic design and layout skills or experience is an advantage.
- Initiative and ability to effectively deal with customers.
- Strong organization and prioritization skills.
- Excellent communication, interpersonal, and organizational skills
- 2-5 years prior experience in a similar role, preferably at a software company.
- Undergraduate Degree, preferably with a marketing focus

Apply to:

Mr. Herbert Roy, Resources Manager, 554 Lewis Road, Unit 200, Lewisville, SASK, L5L 2X7.

Step Two: Company Information

FunMoney Corporation, a 35 billion dollar financial software leader. They do the following:

- Employ 2500 people.
- Provider of technology, software and services throughout the world.
- Products allow banks and credit unions to process and report upon financial data.
- Products are: FunMoney Express, FunMoney Reports, and FunMoney Data Cruncher.
- Office has a gym, showers, and bike lockers.
- FunMoney is an international public corporation, trades on index.

Step Three: Matching Skills Mix

Employer Skills & Requirements	Your Skills & Experiences
Must be proficient at using Microsoft Office applications.	Used Microsoft Office applications to create PowerPoint presentations, to document marketing materials in Word, and to compute customer data in Excel.
Graphic design and layout skills or experience is an advantage.	Performed graphic design and layout for various customer websites.
Initiative and ability to effectively deal with customers.	Interacted and negotiated with suppliers and producers. Advertised and sold products to customers.
Strong organization and prioritization skills.	Managed a team of three cooperative education students. All deadlines were met on time and on budget.
Excellent communication, interpersonal, and organizational skills	Experience in speech presentation from Toastmasters. Courses taken in business communications.
Two to five years prior experience in a similar role, preferably at a software company.	Four years combined experience in marketing roles within various software companies.
Undergraduate Degree, preferably with a marketing focus.	Graduated with a degree in Business Administration from University of British Columbia. Marketing Major.