



# How to Analyze a Job Posting

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September 18, 2025

**JOIN THE EXPEDITION  
TOWARDS PROFESSIONAL  
SUCCESS...**

**Atlantic's  
Canada Premier  
Recruiting  
Event**

# HALIFAX UNIVERSITIES career fair

**TUESDAY, OCTOBER 21**  
**HALIFAX CONVENTION CENTRE**  
**10 A.M. – 3 P.M.**



**Free shuttle departs from the Seton Academic Centre main entrance facing the Bedford Hwy.**

**Departs from the Seton Academic Centre at:  
9:30 a.m., 10:30 a.m., 11:30 a.m., 12:30 p.m., 1:30 p.m.**

**Departs from the Halifax Convention Centre to MSVU at: 11 a.m.,  
12 p.m., 1 p.m., 2 p.m., 3 p.m.**



# Student Works due Friday at 12 p.m.

Submit to [financial.aid@msvu.ca](mailto:financial.aid@msvu.ca):

- Budget sheet
- Proof of student loan/bank loan (if applicable)
- One cover letter
- One resume

MSVU Student Works Program

jobs

on campus



2025-26



apply now



- For full-time students with financial need
- 27 part-time jobs
- \$18.50 per hour
- 12 hours per week
- Oct. 2025 to Mar. 2026
- Apply before Fri. Sept. 19 at 12 p.m.
- Student eligibility and instructions in job postings

[careerconnects.msvu.ca](https://careerconnects.msvu.ca)



# What we'll cover today

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- Job search: how to start
- Job posting sections: what to look for
- Small exercise interpreting the information
- Matching the job posting with your skills/strengths/lived experiences
- Next steps
- Career Services



# Job search: how to start

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Focus on keywords, skills, or concepts first, rather than focusing on specific job titles. Use Google, AI, or [Explore the Market \(Job Profiles - Description\)](#) for ideas. Keywords for a business student, for example:

- Project/project management
- Coordinator/coordination
- Office

- Collaborate/team
- Communication
- Organized
- Social media

POLL: What other keywords, skills, or concepts might be helpful?

# Job posting sections: what to look for

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- Organization purpose or meaning
- Role of the position – What does the job do? What is it for?

# Job posting sections: what to look for

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- Employer and job priorities
  - Verbs (action), adjectives (how something is/is done)
  - Repeated words
  - Length of job posting and variety of tasks
  - Tone
  - First five bullet points of the job duties
  - Work schedule
- Education and qualifications required/assets to have
- EDIA or equitable hiring practice statement





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**US!**

**WE ARE SEEKING PART-TIME  
BOX OFFICE AGENTS FOR OUR  
2025/2026 SEASON!**



halifaxnoisejobs From [@neptunetheatre](#) —  
**We're Seeking Part-Time Box Office Agents for our 25/26 Season!**

Neptune Theatre's Box Office Agents are among the first individuals patrons engage with, whether in person, by telephone, or through email. We are professional, patient, courteous, informed, and provide top-notch customer service.

We are looking to hire Agents for four-month terms beginning ASAP until mid-January 2026 to support the team during the Fall and holiday shows. Contracts have the possibility of extension into the remainder of the season or beyond depending on staffing needs and interest.

For more information, including duties, pay, and how to apply, please visit [www.neptunetheatre.com/employment](http://www.neptunetheatre.com/employment)

17h



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Post



1. Do I like what I would be doing? (Verbs)
2. Do I have the same values as the employer? (Adjectives, repeated words)
3. Do I meet the 'must have' requirements?  
Can I do 60%-70% of the job (with training)?

In my cover letter, resume, and interview, how do I express what I can offer?

- Directly describe in sentences how you believe your past work, volunteer, or applicable lived experiences apply to the employer's values, 2 or 3 of the first 5 bullet points of the job duties, and 'must haves'/education
- Match the tone of the job posting
- Mention the assets named in the job posting (if you have them)
- Include 3 to 4 keywords



# Matching the job posting to you

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# Next steps

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Determine next steps in your job search. There are different ways (and different job paths) to meet what you need:

- How much time or energy can I commit to a job?
- Is having a convenient job or a job in my field important to me?
- What work schedule will work for me, considering class time and transit?
- Would I like to develop a new skill or deepen an existing skill?
- How do I take in feedback? What kind of professional relationship would I like with my supervisor and co-workers?
- Do I know about job platforms that can help me in my search? (Hint: visit [MSVU Career Services](#) for links and past workshop videos and PDFs)

# Career Services

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Book a one-on-one appointment  
In-person, video, or phone

**Counselling@msvu.ca**  
**902-457-6567**

Drop-in Resume Review  
Wednesdays, 12 p.m. to 1:30 p.m.  
McCain Atrium

- Career indecision
- Resume review
- Job search support
- Interview preparation
- Graduate school application

Students: get reminders and links  
for Career Services 2025-26 events

