

Skills & Job Ad Analysis Worksheet

Interdisciplinary Skills 493

Professor Andrews

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Major: Cybersecurity

REFLECT on your top skills

After reading the recent articles on hard and soft skills, what do you think are your top three marketable hard and soft skills? *(Please note that these do not have to be from real life work experience, they can be transferable skills from school, internships, etc.)*

Hard Skills <i>(i.e. proficiency in programming languages such as Java or Python; Microsoft Excel; Spanish)</i>	Soft Skills <i>(i.e. communication, leadership, organization)</i>
Python	Strong verbal and writing communication
Threat Analysis	Effective time management
Bash Scripting	Highly adaptable

RESEARCH a job advertisement in your desired career field

Link to the job ad you have selected: https://job-boards.greenhouse.io/nationalpublicradioinc/jobs/4573909005?gh_src=f74c72d55us

Name of Company: NPR

Job Title: IT Service Desk Technician Intern - Fall/Winter 2025

What is the company's mission and/or values?
To collaborate with its Member Stations in creating a more informed public one that is challenged and invigorated by fostering deeper understanding and appreciation of events, ideas, and cultures through high quality journalism and cultural programming
What are some of the benefits that this company provides <i>(i.e. telework, health insurance, tuition reimbursement, etc.)</i>
NPR offers employees a comprehensive benefits package, including robust health coverage (medical, dental, vision, life/disability), generous parental leave (around 20 weeks, with employees reporting up to six months)
Based on the job ad, what are the top hard skills required by the job?
<ul style="list-style-type: none">• Familiarity with Microsoft Office• Basic computer hardware, application, OS, and mobile troubleshooting skills
Based on the job ad, what are the top soft skills required by the job? <i>(these could be implicitly or explicitly stated)</i>
<ul style="list-style-type: none">• Exceptional customer service/interpersonal skills• Excellent verbal and written communications skills

Why would you be a good fit for this job?
I would be a good fit for this role because I have strong communication and problem-solving skills, a foundation in IT and cybersecurity from my studies, and a genuine interest in supporting others through technical challenges.
What is something you could do to increase your chances of being selected for this job?
To increase my chances, I could earn a relevant certification like CompTIA A+ and or gain hands on experience through a help desk or technical support role.