SOLVE A PROBLEM FOR AN EMPLOYER

This worksheet will guide you through the thought process of solving a problem for a potential employer. After completing this tool, you will better understand the job position being advertised, your role in the company as a whole, and the broader industry context for the company.

Use this worksheet to add depth to your cover letter and prepare for interviews. (You can type in the text boxes).

1. What is the company name?

2. What does the company do?
   What do they sell? Who do they sell to? How do they make a profit?

3. What role are you applying for? (What's the job description?)

4. How does this role support the overall company goal (From Q. 2)?

5. What common issues do people in your role face?
Spend time researching this question on Google.

6. What common issues does your company face?
These can be industry challenges (not just issues specific to the one company).

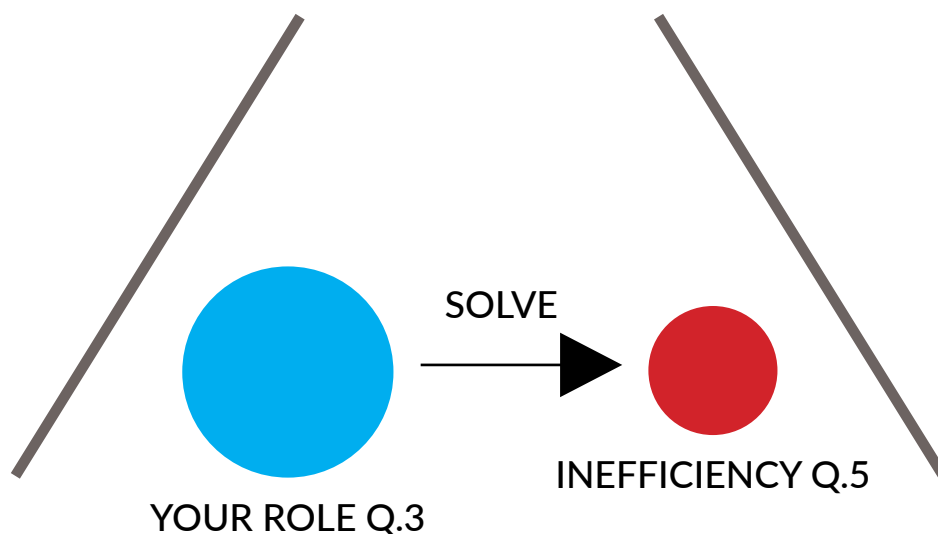## 7. If you got the job, how would you solve one of these issues?

8. How does your solution support the company's overall goal?

Synthesize your answers into a quick, half-page writeup that you can use for cover letters or interviews.

Here is an example for reference:

You're applying to be a database coordinator for a local non-profit. You realize they still collect information by hand with a clipboard at live events. Transferring this data to the electronic database requires paying someone or training a part-time volunteer. You notice that using an Ipad would be much more efficient. So, you offer to set up the Ipad, design the landing page, and make sure the signups transfer correctly to the central database. You also offer up your technical writing skills. You'd be happy to write a step-by-step guide for using the ipad correctly at live events. This would save the nonprofit valuable time and money.

Overall Company Goal (Q. 2)

SOLVE

YOUR ROLE Q.3

INEFFICIENCY Q.5

To summarize this worksheet, you want to explain how YOU IN YOUR ROLE are going to SOLVE a smaller company INEFFICIENCY. You'll then explain how solving that inefficiency helps advance the OVERALL COMPANY GOAL.