The Wheel of Work

- Whether entry-level or highly advanced, every job can be broken down into the three major functional categories below.
- Try to figure out how much time is required in each area, and prioritize jobs whose primary functions you enjoy and are good at!
- To understand a job and assess your fit, assign each element of a job description into one of these three functional areas.
- Use the resulting framework to structure your cover letter – write a paragraph explaining why you would perform well in each area using keywords and specifics from the job description to show you have read and understand the employer’s needs.