

GAP ANALYSIS WORKSHEET

The gap analysis process helps you to determine how to best achieve your career, academic, and personal goals. The gap analysis compares your current state (where you are right now) with your ideal state (where you want to be) regarding your goals and highlights the “gap” where there are opportunities for growth and improvement and ways to eliminate your shortcomings.

Use the example below as a reference, and then use the worksheet on Page 2 to conduct a gap analysis for your own goals.

Goal	Requirement	Skills Knowledge Abilities	Gaps	Steps to Eliminate or Minimize Gaps	Who Can Help Me?	Training or Education Needed	Start & Finish Dates
To obtain an engineering summer internship	Resume showing Education, Project and Work Experience, Involvement, etc.	Technical and Software Skills- CAD, Java, Programming Essential skills- Teamwork, Time Management, Organization	Lack of involvement in student organizations Updated resume Project experience	Join related student organizations Use LinkedIn Learning to enhance technical and software skills Work on projects using these skills	My Career Consultant Career Services events Professors Mentors Student organization leadership	LinkedIn Learning for skills Academic Curriculum for project experience and skills Career Services workshops and events to learn more about job search strategies	Fall and spring semester in order to land a summer internship



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