

WORKSHEET

The Skills Gap *Worksheet*

Find out what is screening you out before the rejection tells you.
Three listings, one matrix, a 30-day plan.

WHAT'S INSIDE

- Dissect a listing: required, preferred, implied
- The skills matrix across three listings
- Evidence: proving a skill, not claiming it
- Gap triage: learn, reframe or skip
- The 30-day close plan
- Re-score after 30 days

Why gaps hide

Rejections rarely say why. So people assume the gap is the obvious one, the certification they lack or the tool they have not used, when it is usually something less visible: a skill they have but never wrote down, a level of seniority the listing implies but does not state, or a "nice to have" that every other applicant happens to have.

The fix is to stop reading listings as prose and start reading them as a specification. Pull out every requirement, mark each one required, preferred or implied, and score yourself with evidence rather than confidence. Do it for three listings in the same role and the pattern is unmistakable.

The Skills Gap Analyzer at enroutejobs.com/tools/skills-gap-analyzer does this against live listings and your profile in seconds. This worksheet is the same method done slowly, which is the version that changes what you do next.

SCORING

3 I can prove it: a thing I made, a number I moved, a title I held.

2 I have done it, but the proof is thin.

1 I understand it; I have not done it.

0 New to me.

01

Dissect a listing

One sheet per listing. Three listings for the same role, from three employers.

Listing 1

Company _____ Role title _____ Level stated or implied _____

#	REQUIREMENT (AS WRITTEN, SHORTENED)	REQ / PREF / IMPLIED	MY SCORE 0-3	EVIDENCE I COULD POINT TO
1				
2				
3				
4				
5				
6				
7				
8				
9				

Implied requirements are the ones not written down but obvious from the rest: the seniority the salary suggests, the timezone the team sits in, the language the company operates in, the size of system the numbers describe.

Listing 2

Company _____

Role title _____

Level stated or implied _____

#	REQUIREMENT (AS WRITTEN, SHORTENED)	REQ / PREF / IMPLIED	MY SCORE 0-3	EVIDENCE I COULD POINT TO
1				
2				
3				
4				
5				
6				
7				
8				
9				

Implied requirements are the ones not written down but obvious from the rest: the seniority the salary suggests, the timezone the team sits in, the language the company operates in, the size of system the numbers describe.

Listing 3

Company _____

Role title _____

Level stated or implied _____

#	REQUIREMENT (AS WRITTEN, SHORTENED)	REQ / PREF / IMPLIED	MY SCORE 0-3	EVIDENCE I COULD POINT TO
1				
2				
3				
4				
5				
6				
7				
8				
9				

Implied requirements are the ones not written down but obvious from the rest: the seniority the salary suggests, the timezone the team sits in, the language the company operates in, the size of system the numbers describe.

02 The skills matrix

Put the requirements from all three listings side by side. The rows that appear three times are the job.

SKILL OR REQUIREMENT	L1	L2	L3	TIMES REQUIRED	MY SCORE	GAP (3 – SCORE)	PRIORITY

Priority = times required × gap. A skill wanted by all three listings where you score 0 is a 9; a nice-to-have in one listing where you score 2 is a 1. Work the nines first.

03

Evidence, not claims

A skill you cannot point to is a skill the screener cannot see.

For every row you scored 2 or 3, write down the single strongest piece of evidence. If you cannot, the score is a 1, whatever you believe about yourself. Evidence is what goes on the resume and into the Signal Profile: a project with a link, a metric with a before and after, a title with dates, a certificate with a number.

SKILL	EVIDENCE TYPE	THE EVIDENCE, IN ONE LINE (LINK, NUMBER, DATE)	ON MY RESUME?

Evidence types, strongest first

- A thing that exists: a repo, a design, a document, a product, a course you taught.
- A number you moved: revenue, time, cost, error rate, retention, with the before and after.
- A title and dates in a role where the skill was the job.
- A certificate or licence, with the issuer and year.
- A reference who will say it.
- A description of having done it (weakest; use only when nothing else exists).

Skills that hide on resumes

- Working across timezones: name the zones and the cadence you ran.
- Writing: point to a document, a wiki, a proposal that got approved.
- Second language: state the level and where you used it for work.
- Remote onboarding: you have done it if you have started a job remotely; say what worked.
- Tooling: name the tools; screeners search for them.

04

Gap triage

Not every gap is worth closing. Sort them.

GAP	LEARN	REFRAME	SKIP	WHY
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	

Learn

High priority, closable in 30 days to a provable level. A tool, a framework, a certification with a short course, a language level. Goes in the plan.

Reframe

You have the skill under another name, or a close cousin. "Stakeholder management" when you ran a client account; "data analysis" when you built the reporting. Fix the resume, not the skill.

Skip

Low priority, or not closable in months (a degree, a decade of experience). Apply anyway if the required rows are covered, and say nothing about it.

A GAP IN EVERY LISTING IS THE MARKET TALKING

If all three listings require something you score 0 on, that is not one employer's preference; it is the role. Either it goes in the plan, or the role is one level away and the honest move is to apply for the level below it now and this one in a year.

05

The 30-day close plan

Two gaps, one month, a proof at the end of each.

Gap 1

Skill _____ From score _____ To score _____

The proof I will have on day 30 (a thing, a number, a certificate) _____

Resource (course, book, person, project) _____ Hours per week _____

WEEK	WHAT I WILL DO	DONE
1		☐
2		☐
3		☐
4		☐

Gap 2

Skill _____ From score _____ To score _____

The proof I will have on day 30 (a thing, a number, a certificate) _____

Resource (course, book, person, project) _____ Hours per week _____

WEEK	WHAT I WILL DO	DONE
1		☐
2		☐
3		☐
4		☐

Resume and profile changes (the reframes)

06

Re-score after 30 days

SKILL	SCORE BEFORE	SCORE NOW	EVIDENCE ADDED	ON RESUME / SIGNAL PROFILE

The three listings would now screen me in

☐ Yes☐ Probably☐ Not yet

Ready to apply to the level above?

☐ Yes☐ In 3 months☐ No

NEXT TWO GAPS

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