WRITE YOUR OWN

JOB DESCRIPTION

Writing your own Job Description is useful for:

• Defining what your ideal job would look like and what it would take to achieve that goal
• Identifying what is required of different positions, whether skills, knowledge, or education
• Relating your experiences to your ideal job requirements
• Utilizing career resources to identify interesting career fields and positions

Directions:

Write a one-page job description detailing your ideal job opportunity. Be sure to include required skills, knowledge, and experience. Use the resources below to help you in constructing your one-page description.

• Worker for Hire: How Would You Advertise Yourself
• Society for Human Resource Management Job Descriptions Training for Supervisors PowerPoint
• O*NET Occupational Handbook
  [https://www.onetonline.org/find/](https://www.onetonline.org/find/)

Things to Think About:

• What skills would you like to use in your ideal job?
• What experiences or knowledge do you need to build to attain your ideal job?
• What did this exercise reveal to you about your job interests?

If you would like to talk to someone about this activity or need additional resources, Career Services is available to all students! Check out our website to make an appointment or to see upcoming events and workshops: [http://www.careers.vcu.edu](http://www.careers.vcu.edu)