

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*
<http://idealistcareers.org/worker-for-hire-how-would-you-advertise-yourself/>
- *Society for Human Resource Management Job Descriptions Training for Supervisors PowerPoint*
<http://www.shrm.org/templatestools/samples/powerpoints/pages/jobdescriptionstraining.aspx>
- O*NET Occupational Handbook
<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>