

WHAT KIND OF JOB DO YOU WANT?

This worksheet will help focus your job search from “What can I do?” to “What do I want to do?” After completing this tool, you will have articulated a job description that aligns with your passions and favorite skills.

Use this worksheet to influence your job search terms and decide if a specific job offer is right for you. (You can type in the text boxes).

1. Write down three of your favorite projects you've done during college. It could be for class, for a club, or for a summer internship. When did you feel most joyful, connected, and alive? Try to picture the scene of the exact thing you were doing when you felt these emotions.

2. What words come to mind when you think of this project?
Free associate. Write down the words you have a positive connection with.

Here are some examples for inspiration
I've organized terms by characteristic, skill, and outcome

Characteristic	Skill	Outcome
The project required...	Database coordination	I made the existing system more efficient
Analytical thinking	Video Editing	I gained a new understanding of a topic
Creativity	Storytelling	
Thinking outside the box	Team Management	I helped students afford school lunches
Following a complex procedure	Event Planning	

3. Use those words to write up a job description.

Here's an example for reference:

We are looking for a detail-oriented museum coordinator who will make sure our private events function without a hitch. Preferred skills include operating A/V equipment and keeping track of logistics (like ticket sales, food & beverages, and room availability).

4. Slightly tweak your job description to sound like a cover letter.

Here's an example for reference:

I am a detail-oriented event coordinator who executes. My clipboard is my best friend, which makes sure the small details never slip under the radar.

Being clear about the job you want takes courage. It's easy to think, "I'm not allowed to be picky. I should be grateful to take any job that comes my way."

You're not being picky when you identify your core passions. You're not ungrateful. Instead, you're doing the work to position yourself in the best position. Best position for what? To help others with your unique talents.

People benefit when you are passionate about the work you're doing.