

## Exercise - Tool #5: Effective Job Searching

# EXERCISE#5

⇒ Carry over the job titles you are most interested in from the bottom of Exercise 1.

**Job titles worth learning more about:**

- ⇒ Choose a few online job databases and search for those job titles.
- ⇒ Choose one of the positions and use it to complete the boxes below.
- ⇒ Ask yourself, *Is this job worth pursuing?*
- ⇒ Repeat for additional job advertisements. (You will need more copies of this page.)

**Position title:**

<b>Position title:</b>			
<b>Key words or phrases describing what the company is looking for in a candidate</b>	<b>How well does this match my skills and abilities?</b>	<b>Key words or phrases describing the responsibilities of the position</b>	<b>How well does this match my skills and abilities?</b>
<b>Qualifications listed in the job description</b>	<b>How well do I meet these qualifications?</b>	<b>Notes about the company mission, reputation, salary, location</b>	<b>How well does this align with my interests and ambitions?</b>

