



Decoding a Job Description

A very important part of the job search process is being able to decode job descriptions. Well-written job descriptions will entail information on desired skills and competencies; daily tasks and duties; and specifics about what the employer is looking for.

Some things to consider while analyzing job descriptions:



- **Are you qualified for the position?**
 - Write down the qualifications, responsibilities, and competencies.
 - Pay attention to the first few bullet points in the job description because employers tend to list the most important things first.
- **Are there any themes in the list you just created?**
 - If so, pay attention to that theme — this can give you a clue to what type of questions you may be asked in the interview or insight to the employer's priorities.
- **What are your strengths? What makes you a great fit for the job?**
 - Try to find parallels between the job description and your assets.
 - Completing this ahead of time will help you feel more confident going into an interview.

<http://sdsu.biginterview.com/members/curriculum/4>



All You Need to Know About the Career Resource Room & Library in Career Services

The Career Resource Room (CRR) has an expansive collection of **print and electronic resources** to foster students in their career development. It is a great place to conduct a **job or internship search** online or by browsing the postings. You can find an online catalogue of the print library at [LibraryThing](#). The CRR also offers **career assessments**, a great selection of **federal employment resources**, and **books on working with a disability**. Take advantage of these resources and visit the CRR today!

Learn more about Career Services and the Career Resource Room by [clicking here](#) or attend the workshop:

Connecting to Career Services

Tuesday, Nov. 5th at 11AM-12PM

Career Services (SSE—1200)

