

Assignment - Determining Job Skill Areas

Time: 2 hours

Goals:

- To successfully use the Internet to research career related information.
 - To determine key skill areas needed for a specific career.
1. Choose a job you would like to have in the future.
 2. **Using the Internet, find 3 job ads or job descriptions for the type of position you would like to have.** You can find these on the websites of companies you would like to work for, job placement sites such as **www.monster.com**, or by searching for general information on different careers.
 3. Based on the job ads and job descriptions, **determine what skills and abilities are necessary for the job** and organize these skills under 3-5 **key job skill areas (tabbed areas) you would use in your portfolio to organize your work samples.** You should have 3-5 areas.
 4. List any additional skills you have that may not fit in one of the skill areas.



Career Portfolio Development Series

Job Position: _____

Skill Area #1: _____

Skills Needed:

Skill Area #2: _____

Skills Needed:

Skill Area #3: _____

Skills Needed:

Skill Area #4: _____

Skills Needed:

Skill Area #5: _____

Skills Needed:

Other Skills You Have: