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](http://librarything.com). 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](http://sdsu.biginterview.com/members/curriculum/4) or attend the workshop:

**Connecting to Career Services**  
**Tuesday, Nov. 5th at 11AM-12PM**  
**Career Services (SSE—1200)**

Questions? Comments? Please contact Jeanette Richards at jrichards@mail.sdsu.edu