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SAN DIEGO STATE UNIVERSITY
News W A I V

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.

~ [The Big Interview](#) or Log on to your [Aztec Career Connection](#) account & click Online Resources



Got a BIG Interview Coming up? Use Career Services' free online interview practice tool to practice and improve your chances of landing the job! [Big Interview](#)

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 houses local, national, and international job and internship listings, career and industry-specific periodicals, local and national employer brochures and promotional DVDS, over a dozen public computer workstations for career-related activity, graduate school information and test prep resources, and more. Take advantage of these resources and visit the CRR today! Learn more about Career Services and the Career Resource Room by [clicking here](#) .

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

Career Services is located in SSE, Room 1200



Division of Student Affairs

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