

My Next Job Description

Are you feeling overwhelmed by job listings? Are you unsure what jobs to apply for? Fill out this worksheet to help you gain clarity! Hone in on that sweet spot between what you'd love to do and what the market will pay you to do.

PART 1:

Create three lists. In the first column, add tasks you've really loved doing in the past (both paid and unpaid). In the second column, include things you've loathed doing in the past. In the third column, write down things you're interested in trying but don't have any experience actually doing.

Tasks You Love:	Tasks You Hate:	Tasks You Want to Try:



PART 2:

Now develop your job description. Answer the prompts below based on your dream job.

My new job title: _____

Location: _____

Duties and responsibilities:

Required skills and experience:

Pay range: _____

Ideally, benefits and perks include:

Ideally, the company culture includes:

PART 3:

Circle the five items above that are most important to you.