

Checklist: *Identifying Your Best Job Options*

The following checklist is designed to outline the steps you need to take to discover the job that you are best suited for.

- First, you must be open minded in exploring job options.
- Make a list of your personal characteristics and interest to determine the kinds of jobs that match your personality traits.
- Prioritize your skills so you can look for jobs that allow you to use those skills at the top of your list.
- Make a list of the jobs that you are the most interested in and investigate them more closely to see if they involve the types of things that you enjoy doing most of the time or just some of the time.
- Find out what your transferable skills are.
- Research companies and jobs that you are interested in. Talk to people who are currently employed in the position that you are seeking.
- Don't be afraid to ask for help in identifying your career options. Talk to professionals, friends and family to assist you.
- Join professional groups and networks; attend events that focus on your areas of interest.
- Check with colleges including community colleges for continuing education course, or graduate programs that focus on your areas of interest.
- Consider internships or volunteering to gain insight into your career of interest. You can add this to your resume as experience.