

Handshake Job Research Assignment

Objective

To develop familiarity with Handshake and to learn about job opportunities within major/career pathways.

Learning Goals

1. Articulate your values, interests, skills, and goals
2. Utilize a variety of resources to research potential career fields and academic majors
3. Engage in an effective job search that utilizes resources available through CMU and online

Resources

[Video: Search for, Save, and Apply to Jobs in Handshake](#)

Assignment

1. Find two jobs related to your major posted in [Handshake](#)
2. List the position title and name of the organization/company in the chart below
3. List 5 skills needed for each position (10 total - do not duplicate skills)
4. Indicate whether you currently have this skill and your level of enjoyment using this skill (1=prefer not to use, 5=highly enjoyable)

Considerations for skills

- Knowledge-based skills (expressed in nouns): knowledge of specific subjects, procedures, and information
- Transferable skills (expressed in verbs): actions taken to perform a task, transferable from/to different functions (e.g., analyze, write, organize)
- Personal traits (expressed as adjectives): personality characteristics (e.g., patient, goal-oriented, flexible)

Position 1:			
Position 2:			
Required or Preferred Skills (from postings)	I Have	Enjoyment	I Don't Have