

# Job Description Worksheet

Writing a description of your job for your résumé can be difficult. In this handout we discuss how to put together clear and concise bullet points to assist you with your work experience section.

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These are questions you want to ask yourself when working on writing your resume bullets.

**What did you do?**

**How did you do it?**

**For what purpose?**

**What was the result?**

The rest of this handout provides you with a worksheet to assist you with organizing your job description. You can do this for any and every job or project. It is a great way to help you organize your thoughts so you don't miss writing anything important on your résumé.

## **Step 1**

Put together your job description

1. **Job Title:**
2. **Company:**
3. **Location:**
4. **Dates of Employment:**
5. **What did you do? Day-to-Day tasks.**

Ex. I wrote grants

6. **What skills were required to do this job? Include those required.**

Ex. Strong writing skills, computer knowledge, etc.

7. **What knowledge was required? Include those you learned.**

Ex. Work, PowerPoint

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## **Step 2**

Use a job description for a job you want.

1. **Job Title:**
2. **Location:**
3. **Company:**
4. **What are the job duties? (Look at the job description)**

5. **What skills are required?**

7. **What knowledge is required? (Word, PowerPoint, etc.)**

6. **What tasks, skills, and knowledge do you have that match or are similar? (compare to your answers in step 1-4)**

Use the skills identified in question #6 to start your job description. Include additional points that are related.

## **Step 3**

Use Action Verb list to strengthen each bullet item.

You can find information on Action Verbs on the Resume Design page under Resources.

<http://www.fit.edu/career/resumes/>

## **More to think about**

- What value did you bring the company?
- What were the outcomes for the company?
- What were your achievements> Write out your success stories.
- What will the outcomes be to the organization?