**Career Explorations – Part 0 – Online Job Search**

Directions:

1. Use one of the following website to locate a job posting for your job. You can alternately search on a specific company’s website for career opportunities.
	1. Ziprecruiter.com
	2. Indeed.com
	3. Monster.com
	4. Careerbuilder.com
	5. Search a company’s website, looking for Careers posted directly.
2. Print out the job posting.
3. Fill out the information from job posting below:

Web Address of Job Posting

Job Title

Company (and contact person, if listed)

Location of Job (City/State)

Job Description (Copy and Paste)

Education Requirement – List Preferred Degree(s)

Experience Requirement – List years and type of experience

Certifications/Licenses – Note whether required or preferred – Give a brief description of each certification/license

Software Requirements

Responsibilities – List at least 5 Job responsibilities