



Top Jobs List

This exercise can help you start researching career options, understand what employers are looking for in candidates, and guide your academic and co-curricular planning. Revisit this exercise once a quarter to refresh your list as you get more experience and refine your understanding of what you want to do.

Exercise:

Step 1: Use job postings and descriptions to gather information. Look at your Indeed feed and Job Postings in Handshake, company websites, ONetonline.org, Glassdoor, LinkedIn, or other search engines to find jobs that sound interesting.

Step 2: Create a list of at least 10 jobs of interest to you. Include the basic information (job title, company), but also identify the top skills they're looking for.

- **Technical skills** (at least 2 per job) will include things like computer software, languages, things that are easily measured.
- **Soft skills** (at least 3 per job) are harder to measure, but are often more highly valued because they're difficult and time-consuming to teach. These include things like emotional intelligence, analysis, creativity, relationship building, critical thinking, etc.

You may want to represent your research in a table:

Job Title	Company	Technical Skills (at least 2 per job)	Soft Skills (at least 3 per job)
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Step 3: In addition to the list of jobs, take some time to reflect on these questions.

- Why did you select these jobs? Are there themes that you see emerging?
- Are there skills these roles require that you need to develop? What kinds of classes or co-curricular activities could help you develop them?
- How does this change or reinforce your career aspirations?
- What activities can you get involved in that will allow you to build your experience?
- How can you adjust your personal branding materials to better align with your target jobs?
- What are some curiosity questions you would like to ask someone who works in these roles? Curiosity questions focus on things you are excited about that are also relevant to the company. Curiosity questions help support communication activities you will have with these companies.

Please note: Your lists will evolve and grow over time based on input from coursework, professors, industry professionals, peers, and experience.