



IDEAL JOB DESCRIPTION

As you are considering your next career move, it will be helpful to be as focused as possible on what you are looking for. Crafting a job description can be a great way to bring focus to your search. Below are some guidelines to think about as you fill out the job description:

- Review past jobs – what you liked and what you did not like.
- Borrow ideas from the jobs in those in your network (personal and professional) that are happy in their careers. What do they get to do day to day that is interesting?
- Consider both long term and short term career goals.
- Think through your personal/life goals and values, and how they intersect with your career.
- Be creative. Remember, this is your dream job!

Title:

Location:

Base Salary/Bonus: Company: Responsibilities:

Content of Work:

Description of Position:

Reporting Structure:

Potential for Growth:

Colleagues:

Culture/Environment:

Benefits:

Hours:

Vacation:

Other Compelling Factors: