

**PROFESSIONAL DEVELOPMENT PROJECT
EXERCISE #1 WORKSHEET**

Part 1: Identify important details from job posting

- ☐ I have identified a position that aligns with my interests, values, and skills.
- ☐ I have added this position to Openrole.
- ☐ I have filled in the table below with important details from the job posting.

Company name	
Job title	
Top 5 skills/qualifications <i>What you'll need to be successful in the role</i>	1.
	2.
	3.
	4.
	5.
Top 5 responsibilities <i>What you'll be expected to do in the role</i>	1.
	2.
	3.
	4.
	5.
Link to job posting	

Part 2: Meet with your Career Success Coach (CSC)

- ☐ I have scheduled a meeting with my CSC.