1. A list of your last three position titles, companies you’ve worked for, and responsibilities. Think your resume, but condensed into three bullets.

2. Your ideal job title and function, as well as other job titles and functions you’d consider.

3. A list of 4-5 companies you’d love to work for, plus their locations.

Position Titles

1. Senior Services Technician
2. Office Assistant -
3. Career Development Mentor & Computer Instructor- teaching and mentoring those who needed a job and wanted to gain computer skills. Resumes, cover letters, workshops and job matching were part of the daily duties

Top Job Titles

1. Technical Writer (Entry level)
2. Business Analyst (Junior or entry level)
3. Database Quality Assurance (entry level or assistant)
4. Information Manager/Data Manager

Top Skills