

ITK 191
Assignment #1

Identifying Key Elements of Job Listing and Matching Personal Skills/Talents
Point Value: 15

Part A:

Locate and print a job listing for a job you would like to have. Highlight the key elements of the job listing that indicate what skills/talents the prospective employer is seeking, as well as elements that give you a clue about the working environment. Number each highlighted item.

Part B:

Create a list of your educational/work/extra-curricular activities that match up with the elements identified in part a and demonstrate you possess the desired skills/talents. Number the items in this list to correspond with the numbered items in part a.

Turn in:

The printed job listing with numbered, highlighted items. Your printed list of items demonstrating desired skills/talents.

Note: All assignments should be neatly word processed and printed.