**Module 4 Worksheet: Potential Job Opportunities**

Use the tips and tricks you have learned in this session. Complete this worksheet to create a list of potential job opportunities. Follow the directions below to get started.

**Part 1: Create a list of potential opportunities based on your skills and experiences.**

*Think about your former jobs and a career you may want to have in the future. Complete the following:*

List 1-3 jobs you have held:

1.

2.

3.

Brainstorm 1-3 skills you have that might be attractive to potential employers:

1.

2.

3.

Brainstorm 1-3 potential locations for a job you might be interested in:

1.

2.

3.

Brainstorm 1-3 potential jobs you might be interested in:

1.

2.

3.

**Part 2: Determine the guidelines for your job search.**

*Using what you recorded in part 1, determine how you will complete this search.*

List at least three keywords or phrases you might use in this search:

1.

2.

3.

List potential search engines you may want to use in this search *(remember, a list of job search engines is included in your takeaway worksheet #3)*:

1.

2.

3.

Consider any advanced filters for your search (use the below questions to guide you):

1. What location should the job be in?
2. Do you need a full-time or part-time job?
3. Is there a specific salary you are seeking?
4. What experience level are you seeking (entry-level, or advanced)?

**Part 3: Create Your List.**

*Use the above work to search for potential job opportunities.*

Record at least 2-3 jobs you’re interested in below. Don’t forget to write down which site you found the job on so that you can go back to it, if needed.

1. Job: Site:
2. Job: Site:
3. Job: Site: