

Job Description Handout

Student Name: _____

Job Title: _____

Education Requirement: _____

Top 4-5 Hard Skills necessary for this job/career:

Top 4-5 Soft skills necessary for this job/career:

List essential/basic duties performed on this job or in this career:

Web sites:

<https://hiring.monster.com/employer-resources/job-description-templates/sample-job-descriptions/>

<https://samplejobdescriptions.org/>