MONEYONLINERS CAREER ACADEMY

Lesson 19 Workbook

How to Read a Job Description and Know If You Should Apply

Module 3: Finding & Winning Better Jobs

Focus: how to read a job description

Purpose of This Workbook

Use this workbook to turn the lesson into practical career decisions and actions. Write specific answers based on your own goals, experience and circumstances. Revisit your answers as your career develops.

My Lesson Goal

By the end of this lesson, what do I want to understand, decide or improve?

Notes

Opportunity Targeting

• List five roles or employers that fit my direction.

Notes

• What requirements appear repeatedly?

Notes

• Which applications deserve the most effort?

Notes

Application Evidence

- Write three achievement examples using Situation - Action - Result.

Notes

- Which example best proves a key requirement?

Notes

- What question should I prepare for?

Notes

Follow-Up System

• Where will I track applications?

Notes

• When will I follow up?

Notes

• What networking action will I take this week?

Notes

My Action Plan

Turn what you learned into a small number of clear next steps.

Action	Deadline	Evidence of Completion

Key Lesson I Want to Remember

Notes

Career decisions depend on your goals, location, industry, qualifications and circumstances. Use this workbook for education and planning, and verify local employment or professional requirements when needed.