



# LANGSTON

## UNIVERSITY

### Handshake Internship/Job Exploration Assignment

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Using provided resources for guidance, student can use the [Langston University Handshake](#) system to explore job, internship, and/or co-op opportunities of interest.

#### **Learning Outcomes:**

1. Student will obtain familiarity with Handshake's job search resources, and how to construct an effective, targeted search for opportunities in the system.
2. Using the provided Job Analysis Worksheet, student will demonstrate ability to critically analyze job postings.
3. Student will submit completed Job Analysis for three positions in the Handshake database and a **200 - 250 word essay** comparing the most interesting position to their current qualifications.

#### **Resources:**

- [Job Analysis Worksheet](#)

#### **Essay Prompts:**

1. To what extent do your qualifications match the skills, education, and experience needed in the postings? What does not match? What are some ways that you might gain the skills or experience you lack?
2. What items in the job postings surprise or concern you (i.e., Are there job duties or required skills that you are very excited about?)
3. How well do these positions align with your preferences or needs? (Part 3 of Job Analysis Worksheet)
4. Of the three positions you chose to analyze, which is the most interesting to you? Why? (Consider the company's mission, services, etc.; the content of the work and what skills you will use and what skills and knowledge you will gain.)